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MONTANA

STATE PLAN

FOR

REHABILITATION FACILITIES

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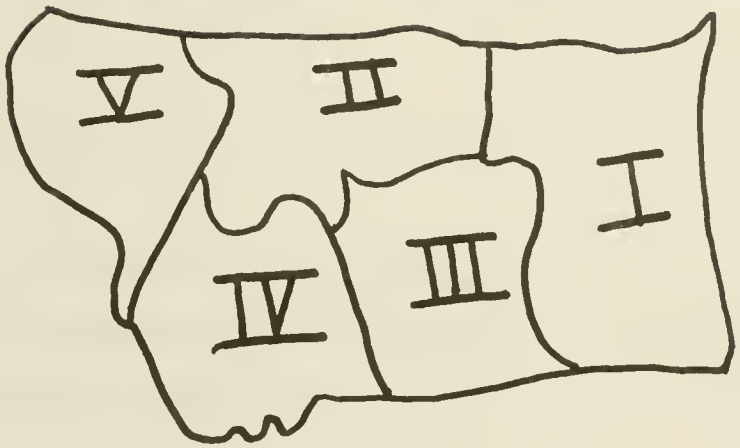

1980--81

ADDENDUM

VISUAL SERVICES DIVISION

REHABILITATIVE SERVICES DIVISION

Dept. of Social and Rehabilitation Services

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STATE OF MONTANA

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

REHABILITATIVE SERVICES DIVISION

VISUAL SERVICES DIVISION

REHABILITATION FACILITIES PLAN

1980-81 ADDENDUM

For the Establishment and Improvement of

REHABILITATION WORK-ORIENTED FACILITIES

REHABILITATION MEDICALLY ORIENTED CENTERS

INDEPENDENT LIVING CENTER

by

Walter R. Donaldson, Administrator
Rehabilitative Services Division

Joseph A. Baumgardner, Administrator
Visual Services Division

Helena, Montana

November, 1980

DISCRIMINATION PROHIBITED --

Title VI of the Civil Rights Act of 1964 states:

> "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 states:

> "No otherwise qualified handicapped individual in the United States, as defined in section 7 (6), shall, solely be reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Therefore, all programs and activities receiving financial assistance from the Department of Health, Education, and Welfare must be operated in compliance with these laws.

F O R E W A R D

The 1980-81 Addendum of the Montana State Plan for Rehabilitation Facilities is a public document intended to be utilized in guiding and influencing the establishment and imporvement of rehabilitation facilities within the state. "Rehabilitation Facility" in Montana means:

1. The facility or host organization is legally constituted and the legal charter, constitution or official statement of purpose implies or directly states it provides rehabilitation services.

2. The major or primary purpose of the organization is to rehabilitate persons.

3. The organization is able to provide multiple services in an integrated and individualized manner.

4. It is anticipated that the organization will provide during the program year an official program which will be purchased under the rehabilitation Act of 1973.

In this Addendum attention will be paid only to rehabilitation facilities with which the Rehabilitative Services and Visual Services Divisions have a special investment, that is specifically the rehabilitation work oriented facilities and the rehabilitation medically oriented facility indicated on the enclosed map. Because the Alcohol and Drug Abuse Division of the Department of Institutions is specifically involved in halfway house establishment, program maintenance and certifying as well as the granting of federal funds to such facilities only as vendors and occasionally as consultants in the certifying of such.

This eleventh annual Addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968

In accordance with the guidelines attached to the Commissioner's letter 68-41, dated June 18, 1868, this Addendum is designed to maintain the "State Plan" as a current and effective tool in notifying the population of Montana of three things: (1) the high quality rehabilitation facility services available to all individuals possessing physical and/or mental disabilities that are vocationally handicapping, (2) the Rehabilitative Services Division's intent to support either directly via grants or indirectly through the purchase of vocational evaluation and work adjustment services what it considers to be the only key and necessary rehabilitation facilities in Montana, (See Appendix C) and (3) the Independent Living Center to be established for the Blind and other disability groups. Those particular facilities are discussed in this state Facility Plan Addendum. It is hoped that this Addendum will fulfill these purposes and that the handicapped people of Montana will benefit from the much-needed services provided by these rehabilitation facilities, not only via the Rehabilitative Services and Visual Services Divisions, but under the auspices of other agencies also capable of singular and/or cooperative involvement in the purchase of services necessary for rehabilitation.

W. R. Donaldson
Administrator
Rehabilitative Services Division

Joseph A. Baumgardner
Administrator
Visual Services Division

H I S T O R Y

OF THE

MONTANA REHABILITATION FACILITIES PROGRAM

A brief overview of the development of the rehabilitation facilities program in Montana will bring the reader into focus with the present situation.

In 1966, in accordance with the 1965 amendments, an administrative staff position was approved for a person designated to plan, establish standards, and assure effective development and utilization of rehabilitation facilities within the state. In Montana, as in most states, the Rehabilitation Facilities Specialist was appointed to this position for the specific purpose of working with rehabilitation facilities.

In 1966, an application was submitted to the Department of Health, Education and Welfare, Vocational Rehabilitation Administration, for a Statewide Planning Grant. A Planning Director was hired, and a final report was submitted in 1968. The original Montana State Plan for Rehabilitation Facilities and Workshops was written as a result of the findings of the Statewide Planning surveys and was also published in 1968. The initial planning process for the State Plan was set up in four phases identified as follows: (1) preparatory activities, (2) inventory and utilization of rehabilitation facilities, (3) determination of needs, and (4) continuing activities. These phases are reflected in the publication of the original Facilities Plan in 1968, and continue to be ongoing as reflected in the subsequent annual addenda.

1971 marked the beginning of a reorganization of Montana's state agencies. Due to such a movement, the Facilities Specialist responsibilities fell within the realm of the newly organized Special Projects Bureau administered by the Chief of Special Projects. Thus, in addition to being accountable for special projects and programs for the state rehabilitation agency, the Chief of that Bureau is responsible for being attentive to the state's needs in terms of the establishment, utilization, development, and improvement of rehabilitation facilities.

TRENDS AND PLANNING RELATIONSHIPS

As a result of the Executive Reorganization Act of 1971 (Senate Bill 274) consolidation and coordination of agencies, and more importantly, of purpose, have taken place. Reflections of such are the attempts at planning and organization by state agencies for rehabilitation facilities.

In January, 1972, a number of state agencies and others considered to be human resource agencies were invited by the Rehabilitative Services Division to participate in a two and one-half day seminar

to discuss methods of financing rehabilitation work facilities in Montana, utilizing cooperation between various state-federal programs and the private sector, as well as purchase-of-service arrangements. Agencies and programs in attendance were the Rehabilitative Services Division (RSD), the Social Assistance Field Division, WIN, Social Security, Vocational Education, Montana Association for Retarded Citizens, Veterans Administration, Model Cities, Mental Health, Aging Services Division, Eastern Montana College Rehabilitation Counseling Program, Aftercare Division, State Department of Public Instruction, Special Education, Governor's Manpower Planning, Medical Services, Regional Office Rehabilitation Services, Disability Determination Bureau, Crime Control Commission, Facility Directors and Board Members from Helena, Billings, Butte, and Eastern Montana. Some of these agency names have changed during continuing state reorganization efforts. The concepts of block funding and set-aside allocations to these facilities were considered. An Action Committee was formulated to implement the findings of the seminar.

The rehabilitation work facility directors left the seminar with the charge to market their products to all appropriate agencies in attendance and others. As its participation on the Action Committee, the Rehabilitative Services Division did survey its counselors (purchasers of services) on rehabilitation work facility usage to determine the feasibility of block funding. It was determined to be impractical at that time or for fiscal years 1973 and 1974. Since then block funding has been implemented once. Unless the RSD Regional Office opinion of such, changes to one of proponent, block funding will not be utilized again.

During fiscal year 1974 the Developmental Disabilities (DD) authority was transferred from the Department of Institutions to the Department of Social and Rehabilitation Services. This de-institutionalization movement was the beginning of a totally separate service system and philosophy of service delivery for Montana's developmentally disabled, especially, the mentally retarded. Six (6) of the eight (8) rehab facilities reflected in this plan were expanded as a result of the Purchase of Service Contracts on behalf of the DD Adult population. Two facilities were newly established. Such a move has provided for more community utilization of rehabilitation facilities on behalf of the developmentally disabled, now the largest users of such facilities.

The effects of 1974 legislation were felt by rehabilitation facilities, and new legislation, pro-these facilities, initiated the following activities:

I. A certification procedure, utilizing the survey and accreditation procedure of the Commission on Accreditation of Rehabilitation Facilities (CARF).

II. A $200,000 Extended Employment Program.

III. The negotiation of state contracts for the purchase of products not exceeding five thousand dollars ($5,000) with sheltered workshops and work activity centers without complying with competitive bid practices.

These three (3) products of the 1974 legislature were a result of the efforts of the newly organized Montana Association of Rehabilitation Facilities (MARF). Since that 1974 legislative session, the history of the rehabilitation facility movement in Montana has been contained in the implementation of federal and state facility legislation and in the well organized efforts of MARF.

Facility certification after CARF accreditation has been ongoing for six (6) years. The eight (8) recognized rehabilitation facilities have been certified. The current policy regarding facility accreditation and certification is stated in Appendix A.

The Extended Employment Program in Montana was initiated as a result of lobby efforts by the rehabilitation facility directors and concerned parents and guardians of individuals who could benefit from these services. The policy describing the program intent for Extended Employment is contained in Appendix B.

This particular program was appropriated $200,000.00 for implementation. The first year of the program, $75,000.00 of the $200.000.00 was given to the Developmental Disabilities Program to pay for extended employment services for only the Developmentally Disabled. The remaining $125,000.00 was spent for such services on behalf of disabled individuals who did not qualify for any other funding source to support them in Extended Employment. Approximately 50 disabled individuals in five (5) facilities benefitted from the services the first year. The second year of the program, the total $200,000.00 was set aside for all disabilities (other than Title XX eligible Developmentally Disabled individuals) needing the services. Approximately 75 individuals in six (6) facilities benefitted from the service. Again in fiscal year 1977, 75 individuals in six (6) facilities benefitted from the Extended Employment service. 65 individuals in seven (7) facilities were recipients of Extended Employment Services in state fiscal year 1978 and 60 individuals were Extended Employment recipients in state fiscal year 1979. 63 people benefitted from Extended Employment in 1980. This program will be considered again for continuation by the 1981 state legislature.

During fiscal year 1975 an application was initiated to provide each of six (6) rehabilitation facilities with Innovation and Expansion (I & E) funds to hire a placement specialist to do job development, job placement and followup for the facility clients, with an emphasis on the severely disabled. That application was funded and the project began July 1, 1975. During the first year of that project, the facility job placement staff placed 163 handicapped people, of which 64% were severely disabled. 111 handicapped people (75 severely disabled) were placed the second year of the project. 120 individuals benefitted from the job development, job placement and followup services during the third and final year of this project. A similar I & E project was initiated October 1, 1978 but in two new rehabilitation facilities.

Three of the older rehab facilities involved in the original I & E job placement grant are now under contract to the Rehabilitative Services Division to continue the provision of job development, job placement and followup activities on behalf of vocational rehabilitation clients. Those five job placement efforts netted 193

22's for the state fiscal ending June 30, 1979. Another special placement effort was initiated on a fee for service basis at a sixth rehabilitation facility. The six special placement efforts netted 102 26's for the state fiscal year ending June 30, 1980.

Also, during fiscal year 1976 all eight rehabilitation facilities initiated program evaluation within their facilities to begin the measurement of overall program effectiveness and administration. Via these systems, data has been and will continue to be provided annually to the Rehabilitative Services Division in a recently revised Management Information System (MIS) format (Appendix E). The newly revised format is Appendix E. This data allows the Division to make knowledgeable decisions regarding facility usage and funding.

While the facility legislation eliminating the necessity for competitive bidding on state agency purchases up to $5,000.00 has been on the books since 1974, the use of this possibility by the state has not been broad based. Because of inactivity in this area, MARF was a lobbying force for state "set-aside" legislation during the 1977 session. The legislature did pass a bill requiring state department and other political subdivisions of the state to purchase products and services from sheltered workshops and work activity centers. This bill has been signed into law, and procedures for implementation do exist. Still necessary for implementation are the critical components of money and then manpower.

REHABILITATION FACILITY ADVISORY COUNCILS

Due to the dictates of Executive Reorganization, no Rehabilitation Facility Advisory Council existed for four (4) fiscal years, nor could exist until created by the Director of the Social and Rehabilitation Services Department, or the Governor, or officials of an executive department (other than a department head), and in the latter case, only if federal law or regulations require the creation of a facility advisory council as a condition for the receipt of federal facility funds.

However, during fiscal year 1976 and Advisory Council for the Rehabilitation Services Division was appointed by the Governor. The Visual Services Division also has had an Advisory Council since 1976. These two Councils for the Divisions are advisory in all phases of the vocational rehabilitation program. Thus, they are advisory to the rehabilitation facility movement in Montana. As advisor to the facility movement, the role of the Councils is as follows:

I. Purpose

A. Represent public and private interests as they pertain to rehabilitation facility planning.

B. Serve in an advisory capacity to the rehabilitation agency facility staff.

C. Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.

II. Function

A. The focus of council concern will be the present and future rehabilitation facility needs of the disabled people in Montana.

B. The Councils will advise on:

1. Current status of rehabilitation facilities in Montana. (See Attachment C - 1976 - RSD Council Resolution).

2. Immediate and long-range needs of Montana rehabilitation facilities.

3. Requirements and standards for continuing program to evaluate such needs.

4. The effectiveness of programs developed to meet these needs.

C. The Advisory Councils, in addition, will be concerned with the following:

1. Sources of information to the planning staff as to problem areas of rehabilitation service deficiency.

2. Methods of maintaining quality service and effective utilization of centers.

3. Upgrading and expanding existing facilities prior to new development.

4. Rehabilitation facility need based on population, geography, and disability factors.

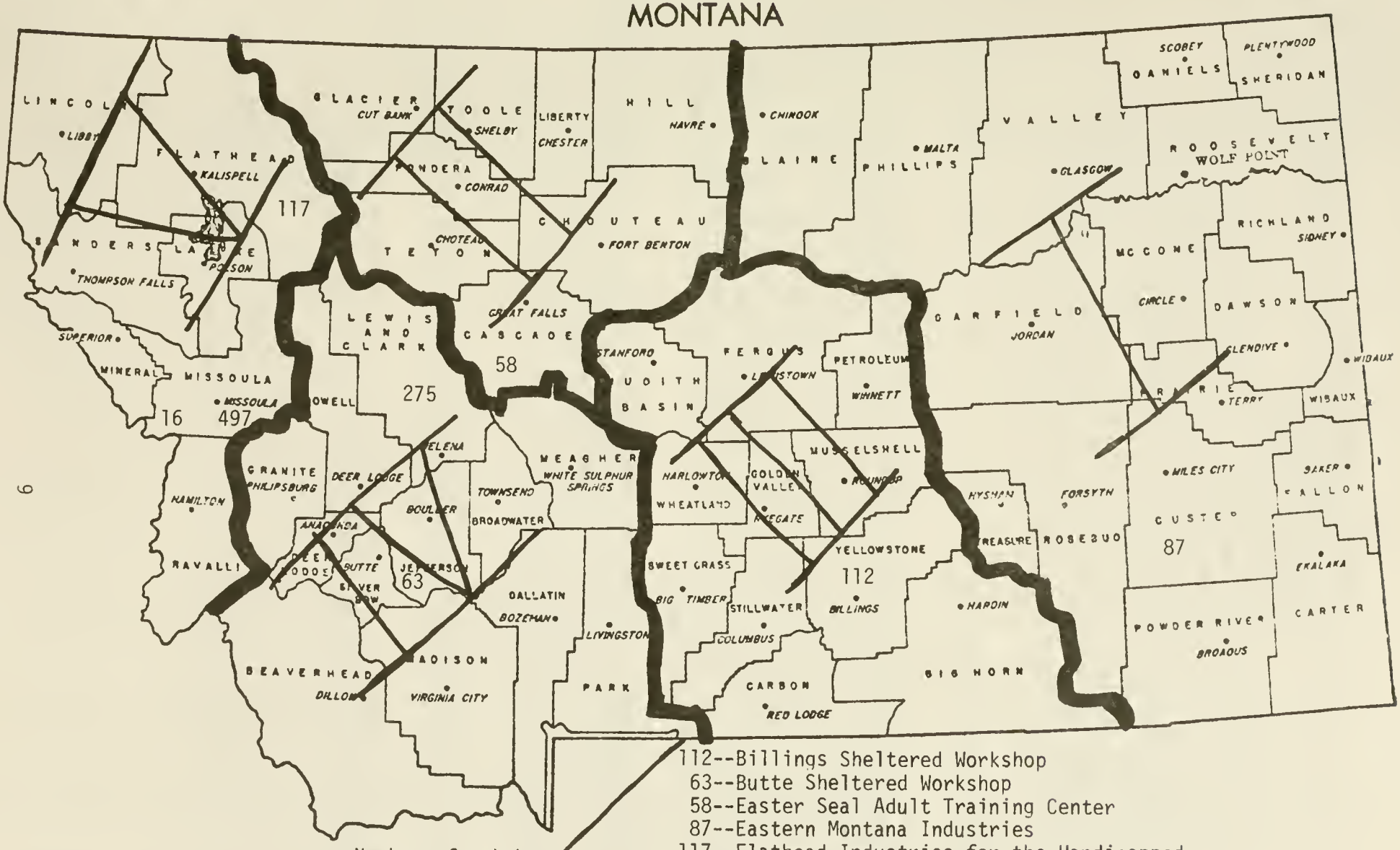
5. Development of a priority list for rehabilitation facilities.

6. Methods of implementation of final recommendations to solve current needs.

7. Independent Living rehabilitation.

FISCAL YEAR 1980

MONTANA



Number of rehab clients served in facilities

112--Billings Sheltered Workshop
63--Butte Sheltered Workshop
58--Easter Seal Adult Training Center
87--Eastern Montana Industries
117--Flathead Industries for the Handicapped
275--Helena Rehabilitation Industries
16--Missoula Opportunity Workshop
497--Missoula Rehabilitation Center

BILLINGS SHELTERED WORKSHOP, INC

200 South 24th Street
Billings, MT 59101

The Billings Sheltered Workshop, Inc., is a private non-profit corporation which has been providing habilitation and rehabilitation to the disabled since October, 1970. It is governed by a nine (9) member board of Directors. A well-qualified staff of 24 persons provide the following services.

Work Adjustment Training: This is an individualized training program of developing good worker habits while the client is engaged in real work, producing marketable products and services in an actual work setting, supported by vocational counseling and classroom activities.

Clients referred for this service should be considered competitively employable in the near future.

Services in this program include training in general appearance, attendance and punctuality, worker attitude, worker characteristics, work performance, work quantity and work quality. Client progress in these areas is evaluated in individual monthly staffing sessions. The client also is exposed to a variety of work environments in the auto detail, woodworking, small assembly or janitorial areas. For these persons lacking occupational goals, vocational exploration activities are offered. As the client becomes competitively employable, he is referred for job seeking skills training in preparation for placement. After a client is placed, a one-year follow-up is provided to ensure successful placement.

Extended Employment: This service is designed for those persons who are not considered to be competitively employable in the near future. A wider spectrum of services is offered to these clients, ranging from training in such areas as personal hygiene, functional academics, appropriate interpersonal communication and behaviors to skill training in the real-work production area.

Progress of these clients is reviewed quarterly in individual staffing sessions. If a client exhibits proficiency in all levels of evaluation, he may be referred to the Rehabilitative Services.

Vocational Evaluation: Vocational Evaluation is a diagnostic service designed to assess a person's work potential and work-related behavior. The evaluation process uses a standard but comprehensive system which includes the Valpar Work Component Series, JEVS job samples, dexterity tests, the Singer-Graflex system and supplemental psychometric tests. Clients referred to this service come from the Rehabilitative Services Division, School District #2, as well as occasional referrals from the Worker's Compensation Division, Vo-Tech, the Veterans' Administration and private insurance carriers.

Job Readiness/Placement and Follow-up: This service is offered to persons who need assistance in selecting an occupation, learning how to find and how to keep a job. Following formal training, the client begins the job search with the assistance of the Job Placement Specialist. The counselor provides a one-year follow-up on clients after they have been placed on a job to ensure successful placement.

Certification and Licensing: The facility complies with local fire, safety and health codes and is certified by the U.S. Department of Labor's Wage and Hour Division, accredited by the commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

1	2	3	4			5			6			7			8
Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year			Daily Caseload			Daily Capacity			% of Utilization			Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
BILLINGS SHELTERED WORKSHOP 200 South 24th Street Billings, Montana 59101 (406) 248-9115 Yellowstone County Director: Gail M. Neal Bill Fortune-Director of Programs Chief Evaluator 3 Department Managers (Finance Programs/Chief Evaluator, Operations/Director) 2 Behavioral Specialist 1 Evaluation Aide 1 Program Coordinator 1 Job Placement Specialist 3 Administration Support & Staff 1 Education Instructor 4 Training Assistants 4 Production Foreman 1 Production Assistant Supervisor 1 Janitorial Crew Supervisor 1 Maintenance Delivery Person 1 Marketing Specialist BARRIER FREE CARF: 1981	SHELTERED WORKSHOP Vocational Evaluation Work Adjustment Training Extended Employment Job Placement Vocational Counseling SPECIAL SKILLS TRAINING Functional Academics Work Activities (vocational, pre vocational, Production skills) Vocational Counseling Behavioral Adjustment Self-help skills (Limited) Referral to Support Services	Mental Retardation 82 Mental Ill 29 Hearing Impaired 4 Cerebral Palsey 9 Visually Impaired 1 Epileptic 3 Medical 43 Alcholism 2 Learning Disability 3 Total 176	112	62	2	21	54	69	23	55	.14	91.3	98.2	493	SUBCONTRACTS: Small Assembly bottling Collating Stuffing Mailing CONTRACTS: Auto Detailing Manufacturing Wood Products Janitorial outside contracts Sale of Building and construction materials, and wood products in garbage can racks picnic tables and pin flags.

Facility Plan Inventory

12

BUTTE SHELTERED WORKSHOP, INC.

207 South Montana Street
Butte, Montana 59701

The Butte Sheltered Workshop is a private, non-profit corporation, that has been serving handicapped people for fifteen years. The Workshop is governed by a board of directors and services are provided by a nineteen member staff.

The primary goal of the Butte Sheltered Workshop is to provide vocational adjustment, social adjustment, sheltered employment and coordinate supportive community services to mentally and physically disabled individuals, in order to maximize their independent living capabilities and to obtain an earned income.

The services provided through the Workshop are briefly described below:

VOCATIONAL EVALUATION: A ten day program which explores and assesses an individual's interests, skills, and abilities. This is done through the use of work samples (including the Singer-Graflex and Valpar systems), psychometric tests, interviews and actual work tryouts, both within the agency and on outside job sites.

At the conclusion of the Evaluation, the Vocational Evaluator's observations and recommendations are reported to, both the evaluee and his referring counselor. The report addresses the evaluee's feasibility for employment, his vocational assets and limitations and the steps needed to ready him for competitive employment.

EXTENDED EMPLOYMENT: Extended employment provides work experience and prevocational training for those clients who are not ready for competitive employment. Individual instruction in various work skills, proper behavior on the job, appropriate grooming and hygiene, and academic skills are provided to the clients in this program.

The clients work in the production area of the Workshop, on contracts, sub-contracts, manufacturing and other work projects which give the client a wide variety of paid real work experience.

The client may also attend pre-vocational skills classes which will focus on academic and social adjustment goals.

The combination of work training and pre-vocational training is designed to enhance the client's employability and maximize their earnings in a sheltered environment.

WORK ADJUSTMENT TRAINING: Work adjustment is an orientation to the World of Work. It is a treatment training process using work in assisting the individual in understanding the meaning, value and demands of work. The ultimate goal is the return of the individual to the competitive labor market.

Short range training goals are:

1. Improving self esteem.
2. Building work confidence.

3. Improving interpersonal relations-supervisors and peers.
4. Improving hygiene and grooming.
5. Improving physical stamina on the job.
6. Improving concentration.
7. Improving the quality and quantity of the client's work.

Counseling and behavior modification techniques are also utilized in helping the client attain his/her goals.

The client, in work adjustment training, works in the production areas of the Workshop, on sub-contract or manufacturing, which they are paid for based on their productivity.

RESIDENTIAL SERVICES: A home-like environment is the major element that is provided through two adult community homes in Butte, serving a maximum of eight residents in each home.

These residential services are provided by the Butte Sheltered Workshop, to developmentally disabled individuals in an environment which includes varying degrees of training and supervision. The major goal of residential services is the provision of instruction and intervention in accordance with the developmental model and the principle of normalization, which is directed toward skill acquisition in order to increase personal independence.

These adult community homes are licensed, alternate living arrangements which provide room and board, training in self help skills and home and community life skills.

PRE-VOCATIONAL SKILLS: The Pre-Vocational Skills program is designed as a social adjustment program, providing the client social skills, academic skills, functional living skills, and work activity skills, which will enable the individual to achieve social independence, decrease dependency and increase their productivity.

The program utilizes group and individual instruction in such areas as grooming and hygiene, coin recognition and money management, basic math and time telling, language skills, personal safety, shopping and community awareness.

The program also provides a music therapy program, which focuses on peer interaction, body recognition and creative development.

Physical fitness and recreational opportunities are an intergral part of the program. The client may participate in bowling, swimming and a weekly physical fitness class.

The pre-vocational skills program addresses the specific needs and educational deficiency of each person enrolled in the program.

FOOD SERVICE TRAINING: The purpose of the food service program is to instruct handicapped men and women in food service areas, such as: kitchen helpers, salad girls/boys, steam table helpers, pot scrubbers, chef's helpers and in kitchen maintenance.

The clients are trained in the following aspects of food service:

1. Personal hygiene and the importance of good grooming.
2. Rules of conduct, relationship with other employees and employers.
3. Safety rules.
4. Job opportunities.
5. Care and use of equipment, stationary pieces, small appliances and hand tools.
6. Sanitation in food handling.
7. Food preparation, salads, beverages, vegetables, baked products, desserts, soups and etc.
8. Methods of service, table setting, etc.
9. Kitchen maintenance, dish washing, cleaning of all equipment, floors, tables, etc.

The type of instructional methods to be used are demonstration, for the most part, accompanied by observation and instruction, supervised job instruction, repetition, audio-visual materials and, if feasible, some printed instruction.

The program is designed to provide actual situations as realistic as possible, that a client would find in restaurants, hospitals, and institutions. It provides on-the-job training as they assist in preparing a meal a day for approximately 60 people.

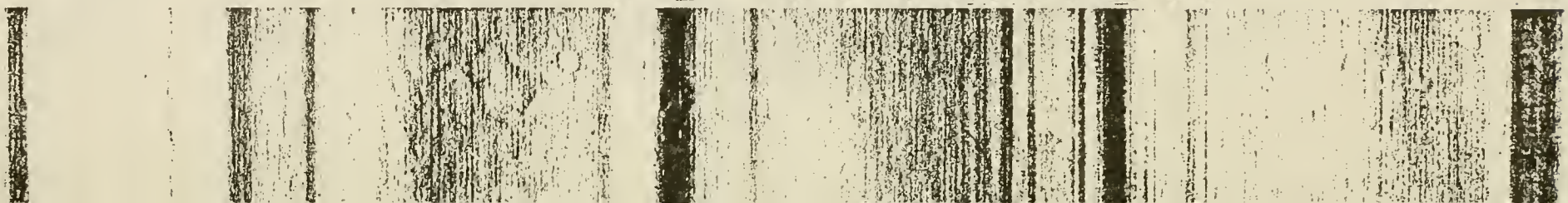
The Butte Sheltered Workshop has received excellent cooperation from the Southwestern Regional Mental Health Clinic and Easter Seal Center, School District #1 Special Ed Department, and other local agencies in a joint effort to provide the best possible service for the handicapped.

The Workshop is certified by the U. S. Department of Labor, to provide evaluation and training services and work activities. The Commission on Accreditation of Rehabilitation Facilities has given the Workshop a three year accreditation.

FUNDING: Funding of the Workshop is by the Rehabilitation Services Division, Developmental Disabilities Division, United Way, donations, federal and state grants and production income.

The Workshop is located at 207 and 209 South Montana Street and the residential living centers at 1500 Cobban and 830 West Broadway.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Butte Sheltered Workshop 207 South Montana Butte, Montana 59701 (406) 723-6501 Silver Bow County Director: Robert Kissell Lew Rotering: Coordinator of Client Services (RCP) 1 Executive Secretary 1 Client Service Secretary 3 Pre-Vocational Skill Teachers 1 Pre-Vocational Skills aides 1 Procurement Manager 1 Food Service Instructor 3 Work Supervisors 1 Vocational Training Supervisor 1 Evaluator 1 Evaluation Aide 1 Bookkeeper 1 Payroll Clerk 3 PSE Aides BARRIER FREE CARF: 1981	SHELTERED WORKSHOP Vocational Evaluation Work Adjustment Training Food Service Training Extended Employment Pre-Vocational Skills Language Skills Music Therapy Physical Fitness Counseling Job Seeking Skills On-The-Job Experience	Mentally Retarded 58 Medically Disabled 3 Character & Personality Disorders 7 Blind 3 Deaf 2 Mentally Ill 6 Epileptic 5 Addictive Disorders 4 Hard of Hearing 1 Mentally Retarded not Dev. Dis. 6 Other Ortho-pedic or Mentally Disabled 22													CONTRACTS Mailing - Pens Sewing - Stakes PRIME CONTRACTS: Sale of Arts & Crafts Items *** Sale of Wood Items Benches Picnic Tables Planters Signs Garbage can racks
Facility Plan Inventory		Total 117	63	62	2	7.1	54	.25	8	55	N/A	89%	98%	N/A	
		16													



EASTERN MONTANA INDUSTRIES

P. O. Box 636
Miles City, MT 59301

During the ninth year of its operation, this private, non-profit facility is offering the following service system.

Work Activities Center - The Work Activities Center provides for Independent Living Skills Training and Vocational Training in a wide variety of skills. Vocational Training is the primary emphasis of the program but it is supplemented by Independent Living Skills Training and Intensive Training.

Intensive Training Unit - The Intensive Training Unit (ITU) was created in late Fiscal Year 1977 to meet individual training needs for skills prerequisite to entry to one of the other programs or advancement to another step of training. An extremely wide variety of programs are available to all Work Activity Clients (WAS), ranging from basic self-care skills, elementary on-task behavior, to functional academic training. The ITU also acts as an intake and orientation program for new WAC clients. Each newly enrolled client spends his or her first two weeks to a month at EMI in the ITU where precise observation and evaluation are used to develop the Individualized Habilitation Plan.

Independent Living Skills Training - Independent Living Skills Training covers the whole gamut of skill training. Basically, this is broken into two areas; Self-Management Skills and Communication Skills. Self-Management Skills include: Food preparation, budgeting and money management, time telling, grooming, socialization, recreation, laundry, use and upkeep of kitchen appliances, house cleaning, telephone usage, traffic sign recognition, and general hygiene skills.

Communication Skills include speech, language, writing, and reading.

Speech Pathology - The Speech Pathologists work with a multi-disciplinary team, providing diagnostic and therapeutic services to speech and/or language impaired clients. The full range of services, involving the development of home programs, teacher and guardian conferences, audiological screening, and in-service training are available.

Work Adjustment Training - Work Adjutment Training (WAT) takes the form of teaching "Positive Worker Traits" rather than concentrating on developing specific vocational skills. The training focuses more on the client's acquisition of Positive Worker Traits such as: punctuality, attendance, good personal hygiene, cooperativeness, high quality and quantity of work, and positive work attitudes. This emphasis will help the client adapt to any work setting because these traits are common to all work environments. Additionally, WAT clients are placed in competitive job situations, and receive classroom training in Job Seeking Skills, World of Work, and when appropriate, Adult Basic Education and Drivers Education are also available to clients in this program.

Vocational Evaluation - This program is a Work Sample Evaluation System. This process assesses the client's productive potential

through simulated work stations. Clients are exposed to a number of simulated job tasks they might encounter on a job, which range in complexity from simple assembly through complex tasks which require reasoning, judgment, and overall organizational ability. The client is then rated on attitude, speech, quality, dependability, and punctuality. This process determines physical skills, and areas of job interests. An attempt is made to realistically assess the vocational potential of each client. This program remains mobile in order to serve clients in their home towns, and covers an area encompassing over 90,000 square miles.

Group Home - The two Group Homes are a seven day a week, full time program. The trainers are involved in the training of eight clients in each home in personal care skills, self-help skills, and community living skills. Training includes areas such as dressing, grooming, bathing, cooking, laundering, money management, use of community services such as transportation and recreation. Again, the emphasis of the home is to individualize the program to aid the client in acquiring the skills necessary to become an active, integral member of a home living situation.

Transportation - Transportation Services are available to all individuals participating in any program at Eastern Montana Industries, for the purposes of, but not limited to, transportation to and from the facility, medical and dental appointments, and any ancillary services provided for in the resident community.

Semi-Independent Living - Semi-Independent Living Training is available to clients who are capable of living with minimal supervision; they can handle most day to day functions. They receive training designed to promote their independence in daily living skills such as cooking, hygiene, budgeting, use of checking accounts. Most clients in this program live in their own apartments and are visited routinely by the trainer.

1	2	3	4			5			6			7			8
Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and ** Services Provided	Disability Group/s Served	# Served Last Year			Daily Caseload			Daily Capacity			% of Utilization			Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
EASTERN MONTANA INDUSTRIES 809 South Haynes Avenue, P. O. Box 636 Miles City, MT 59301 Custer County Executive Director: Ron Langworthy (406) 232-3740 John Glueckert, Program Director (RCP) Dan Schara-Vocational Evaluator (RCP) Ron Gersack-Work Adjustment Coordinator (RCP) Barbara Cole-Work Activities/Extended Employment Counselor (RCP) 4 administrative staff - 1 speech Pathologist - 1 WAT Coordinator - 1 WAC/EE Counselor - 1 Vocational Evaluator - 1 ITU Supervisor - 1 SIL Coordinator - 1 Program Director - 3 ITU Training Supervisors - 2 WAT Training Supervisors - 1 Training Supervisor II - 6 Training Supervisor I - 1 Group Home Manager - 9 Group Home Trainers. TOTAL: 33 employees BARRIER FREE CARF - 1981 Facility Plan Inventory	WORK ACTIVITIES *** EXTENDED EMPLOYMENT *** VOCATIONAL EVALUATION *** WORK ADJUSTMENT *** **Service provided by each program is listed on separate attached sheet. TOTAL OF DISABILITY GROUPS SERVED MR - DD 83 CP - DD 4 Epilepsy - DD 1 Mentally Ill 6 MR - not DD 3 Other, Orthopedic or Medically Dis 32 Character and Personality Dis 9 Total 138	WORK ACTIVITIES MR - DD 49 CP - DD 1 Epilepsy - DD 1 Total 51 EXTENDED EMPLOY Mentally Ill 3 MR - not DD 2 Other 1 Total 6 VOCATIONAL EVAL MR - DD 21 CP - DD 2 Other 29 Mentally Ill 1 Char Per Dis 7 Total 60 WORK ADJUSTMENT MR - DD 13 Char Per Dis 2 CP - DD 1 Mentally Ill 2 MR - not DD 1 Other 2 Total 21		51			42			44			95%		Sale of donated items **** Aluminum recyling **** Manufacture of cedar products (cedar chests and gun cabinets) **** Refinishing furniture **** Manufacture of miscellaneous items (garbage can racks, stakes, church pews etc.) **** Auto Detailing **** Stuffing waterproof containers inside of burlap bags (Western Bag Co.) **** Manufacture of industrial wipers ****
			6			6			5			120%			
			60			5			5			100%			
			21			6			5			120%			
		Total 138	87	51	0	17	42	0	15	44	0	113%	95%		
		UNDUPLICATED 120 19													

EASTER SEAL ADULT TRAINING CENTER

4400 Central Avenue
Great Falls, Montana 59401

The Easter Seal Adult Training Center is a training facility serving developmentally disabled, (mentally retarded, epileptic and cerebral palsy), physically disabled and emotionally disabled adults. The program is funded in part by a contract between the Easter Seal/Goodwill Industries of Montana, Inc. and the State of Montana, Department of Social and Rehabilitation Services (SRS). Easter Seal/Goodwill Industries of Montana, Inc. is the program vendor with Adult Training being a Division of Easter Seal/Goodwill's state wide services. Other funding is provided through Easter Seal/Goodwill contributed income, local school district service fees, income generated in the Adult Training commercial area and other sources.

The Adult Training Center is responsible to the Easter Seal/Goodwill Industries Board of Directors and to the local Adult Training Advisory Board. The Adult Training Center itself is administered by one director and 30 other staff consisting of: two program directors, one director of manufacturing and sales, one job placement specialist, two program managers, two department managers, nine production supervisors, five supplemental services trainers, two assistant supervisors, one administrative assistant, one secretary, one bookkeeper, one chief engineer, and one custodial assistant. Other staff provided by the Easter Seal Society for use by the Adult Training Center are: one personnel officer, and one accountant.

PROGRAM AND PROGRESS REPORTS The mission of the Adult Training Center is to provide community based vocational development, placement and supportive services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize the individual's vocational potential and earned income ability. It is further the mission to maintain responsiveness to the current and future needs of handicapped individuals. Referrals to the Adult Training Center may come through a variety of agencies, including: The Montana Department of SRS, School District, and others. A community wide needs assessment team is responsible to finally determine the most appropriate program services for the client. A facility screening committee assists in initiating the service.

WORK ACTIVITY PROGRAM The goal of the work activity program is to provide extended training and pre-vocational, work oriented production training, and supportive services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize their earnings while in a sheltered or semi sheltered environment and their capabilities to progress into a less restrictive training or employment environment.

As appropriate, clients are exposed to real work situations, with varying degrees of supervision, in order to provide training and specific work skills, work attitudes and behaviors appropriate to a work setting. Clients also participate in an individualized supportive service program designed to remediate deficiencies in a wide range of work related skills such as money recognition and use, time telling, hygiene and basic health, safety and job seeking skills.

WORK ADJUSTMENT The goal of the work adjustment program is to provide

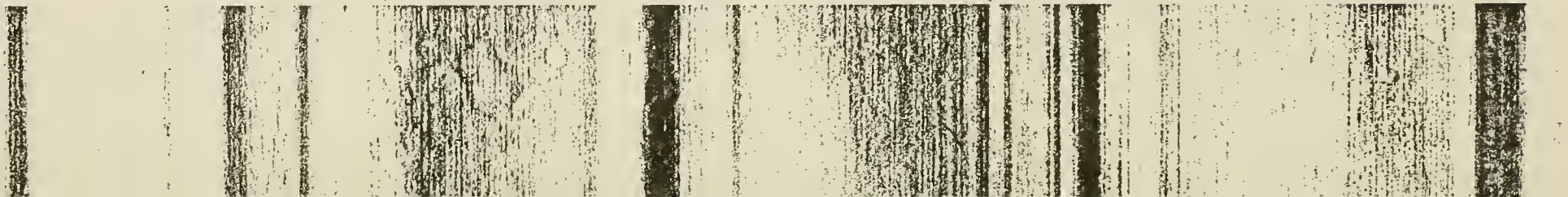
situational assessments, short term work habit training, job seeking skills training, career development and placement, independent living skills training, career development and placement, independent living skills assessment, functional academics, and out reach training to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize their earned income ability. This program exposes clients to real or near real work situations in order to teach specific work habits such as punctuality, accurate direction following, attendance to task and appropriate employee, employer and co-worker relationships. Personal and work adjustment classes are also emphasized in order to develop appropriate personal work habits and attitudes and remediate deficiencies in specific work related skill areas such as money management, safety practices, basic health and job seeking skills.

Independent living skill assessment and outreach training are available to clients on an as needed basis.

Placement services are available for clients ready for competitive employment or further training. Follow up services are provided for a minimum of 60 days after placement.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
EASTER SEAL ADULT TRAINING CENTER 4400 Central Avenue Great Falls, Montana 59401 (406) 727-3151 Cascade County Director: Sally Cerny Patricia Kercher-Work Adjustment Program Director (RCP) Donna Grummer-Work Activity Program Director (RCP) 4 Administrative staff 2 Program Directors 1 Director of Manufacturing and Sales 1 Job Placement Specialist 4 Department Managers 9 Production Supervisors 5 Supplemental Service Trainers 2 Assistant Supervisors 1 Clerk-Trainee 1 Chief Engineer 1 Assistant Custodian BARRIER FREE CARF: 1983	<u>WORK ADJUSTMENT PROGRAM</u> Job Seeking Skill Training Career Development Job Placement and Follow-up Generic Work Experience Situational Assessment On-The-Job Evaluation Functional Academics Referral to Other Community Services Independent Living Skill Assessment Out reach Training <u>WORK ACTIVITY PROGRAM</u> Pre-Vocational Skills Training Work Orientated Production Skills Training Referral to Other Internal Programs & Community Support Services Functional Academics	Cerebral Palsied-not DD- 12 Mentally Retarded DD 84 Epileptic 7 Cerebral Palsied 5 Mentally Ill 9 Blind 1 Deaf 1 Orthopedic/ Medically Disabled 24 Character & Personality Disorder 8 Addictive Disorder 2 Total 153 22	58	80	1	14.3	73	.42	17	72	1	87%	102%	42%	Woodworking - Stakes & Pallets *** Wooden Toy Manufacture *** Sewing - Flannel Mitts Vests Placemats Draperies Newsbags Misc. Gift Items *** Mailings *** Hospital Admission Kit Packaging *** Picture Framing (Barnwood Oak) *** Rabbit Cage Construction *** Wooden Shelter Refurnishing *** Decorative Glass Assembly *** Outdoor Maintenance

Facility Plan Inventory



FLATHEAD INDUSTRIES FOR THE HANDICAPPED

305 Third Avenue East
Kalispell, MT 59901

Flathead Industries for the Handicapped (FIFTH) is a non-profit, community based program, whose purpose is to provide habilitation and rehabilitation services, including living skill and employment skill training, residential and supportive services to handicapped adults and children in order to enhance their integration into the community and to assist them in obtaining an earned income. It is governed by a volunteer Board of Directors, and is accredited by the Commission on Accreditation of Rehabilitation Facilities. (CARF)

Flathead Industries was incorporated in December of 1973 and at that time assumed from the Flathead Association for Retarded Citizens the responsibility of establishing community-based programs for the developmentally disabled in Flathead County. In May of 1974 a full-time Work Activity program for adults was established using recycling operations as a means of providing training and employment. In November of 1974 the Work Training Center was opened and began offering a wide range of training, recreation, social development and work experiences for the developmentally disabled.

Over the years a variety of vocational and residential programs and services have been established in order to provide a comprehensive range of services to all handicapped individuals in the Flathead Valley. Recycling operations have been expanded to include the processing and sale of donated clothing, applicances, toys, and other household goods.

Programs and services presently offered include: Work Activity, Vocational Evaluation, Work Adjustment Training, Extended Employment, Job Placement, Basic Skills Training, Community Living Skills Training, Residential Services, Respite Care and Transportation. Services are made available through 3rd-party sponsorship. Funds are presently made available for client services through the use of Federal Title XX monies and contractual arrangements with the Developmental Disabilities and Rehabilitation Services Divisions of Social and Rehabilitation Services (SRS).

Flathead Industries is approximately 50 percent self-supported by means of production income and community donations. Services and employment are provided to all handicapped individuals, without regard to race, color, creed, sex or handicapping condition.

Referrals are reviewed and acted upon by the Needs Assessment/Area Screening Committee which meets on a monthly basis. Individuals or families requesting services may do so through the D.D. Case Manager or local Rehabilitation Services counselors.

Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year			Daily Caseload			Daily Capacity			% of Utilization			Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
FLATHEAD INDUSTRIES FOR THE HANDICAPPED 305-3rd Avenue East Kalispell, MT 59901 (406) 755-7656 Flathead County Executive Director: William J Crivello (RCP) Programs Director: Herbert G. Keating Instructional Coordinator Vocational Evaluator Work Adjustment Training Coordinator Placement Specialist Outreach Trainer Evaluation Technician 1 Thrift Store Manager 1 Recycling Center Manager 1 Retail Sales Manager 1 Assistant Retail Manager 4 Production Training Aides 1 Work Adjustment Training Supervisor 3 Instructors 3 Clerical/Administrative Staff 10 Residential Staff 4 Residential Relief Staff BARRIER FREE CARF: 1982	Work Activity Program Sheltered Employment Thrift Store Recycling Center Rehabilitation Program Residential Program 2 Adult Group Homes 1 Children's Home 2 Sponsored Adult Homes (privately operated) SERVICES PROVIDED Work Adjustment Trng Vocational counseling Job Placement Independent Living Basic Education Skills Training Residential Services and Training Sex Education Motor Skills Develop. Social/Recreational Skills Training Community Mobility Job Seeking Skills Semi-Independent Living Training Outreach Training Vocational Evaluation Extended Employment	Mentally Ill 8 Char/Pers Disorders 13 Addictive Disorders 5 Orthopedic/ other Med Disabilities 53 Mentally Retar-ded Non-DD 18 Epilepsy Non-DD 2 Mentally Retar-ded-DD 60 CerebralPalsy -DD 4 Epilepsy-DD 3 Total 166	117	52	4	16*	49	0	21*	48	0	76%	100%	0	Subcontracts & Prime Manu. Packaging***Assembly Collating & Bulk Mailing Button Making Popcorn (cooking & boxing) Rag Making Labor Crews Christmas wreath rings Incense Packaging Sale of Donated Items Recycling: Aluminum Glass OUTSIDE WORK STATIONS Relief motel maintenance man Construction Helper Appliance Store Delivery Assistant Restaurant Dishwasher Motel Maid Service Inventory Clerk-Auto Parts Forest Service Coffeeshop Manager

*includes vocational evaluation, work adjustment training, outreach and extended employment.

Facility Plan Inventory

HELENA REHABILITATION INDUSTRIES

1325 Helena Avenue
Helena, MT 59601

Helena Rehabilitation Industries is located in Helena, Montana with it's main offices at 1325 Helena Avenue, including needle trades manufacturing; a wood products manufacturing plant at 1820 Lyndale and a Shoe Repair Training Center 1421 Helena Avenue.

The facility is a private, non-profit corporation governed by a volunteer Board of Directors.

The overall mission, of Helena Rehabilitation Industries is to assist intellectually, emotionally, physically, socially, educationally and vocationally handicapped persons achieve their maximum level of economic, physical and social independence through the provision of evaluation, employability development, training, counseling, extended employment, placement and other related support services. In order to accomplish the agency's mission, Helena Rehabilitation Industries has a staff of over 35 persons who bring to the clients served over 135 years of related education beyond high school and a combined total of approximately 181 years of experience in working with handicapped persons.

The following is a description of all program offerings at Helena Rehabilitation Industries.

Vocational Evaluation and Career Development - The goal of the Vocational Evaluation Program is to help the client select an occupation appropriate to his needs and to outline the steps by which this occupation can be achieved.

This program uses a battery of occupationally-oriented tests which assess an individual's achievement levels, mental ability, aptitudes, dexterities and other skills as these relate to the world of work. With such instruments, general occupational strengths and weaknesses can be ascertained. The Hester Evaluation System and selected work samples from the Singer and Valpar systems are then administered to pinpoint the job families in which the client would have the greatest chance to succeed. Accompanying the testing and the job samples are observations of behavior that predict the client's performance in the occupations simulated by job samples. This includes observations of the client's organizational skills, ability to take instruction and criticism, and other skills required to successfully obtain and hold a job.

Vocational evaluation takes 3 to 5 with an average of 4 days to complete, depending on the abilities of the person being evaluated. Upon completion of the evaluation, an exit interview between the client and evaluator is held. The general and specific employment strengths and weaknesses are discussed and, upon approval of the client, and the referring Vocational Rehabilitation counselor, recommendations are made as to the vocational goals the client should pursue. In the written evaluation report a series of program goals are established to effect removal of employment hinderances, if any, in order to obtain employment in the area recommended by the evaluation staff.

The types of individuals served in the Vocational Evaluation Program may have one or a combination of several disabilities which affect employment potential, including physical, mental, and/or emotional handicaps.

Work Adjustment Training - The goal of the Work Adjustment Training Program is to assist mentally, physically, educationally and socially handicapped persons in the development of positive attitudes and behaviors in order that they may obtain suitable competitive employment.

The above goal is accomplished through a combination of counseling, educational services and actual work in manufacturing and/or contract shops. Each client is aided in establishing attainable vocational goals relative to the findings of their vocational evaluation and their own personal objectives.

After their performance in a work setting has been observed and a conference is held with the client, a formal, individual plan or contract is drawn up to assist the client in overcoming those skill deficits which impede them from becoming competitively employable.

Specific work related skills which are dealt with include: attendance, attitude toward criticism, co-workers, and supervision, quantity and quality of work, academic skills, personal assessments, confidence and community adjustments as they apply to the client's vocational goal.

Clients of Helena Rehabilitation Industries are placed in work adjust ment for one of two reasons: a. their employment hinderances can be overcome in one to six months, b. to evaluate whether they would be better served in other programs.

Shoe Repair Training Program - The goal of the Shoe Repair Training Program is to provide the trainee with the necessary skills to become competitively employed in the area of shoe and boot repair.

The program is a 16 week long pre-apprenticeship training program of intensive training in all phases of shoe repairing. Upon completion of the program the trainee is competent in the basic fundamentals and procedures of shoe repair, thus entering employment as a productive employee and a real asset to the shoe repair industry. All training is conducted using up-to-date equipment and textbooks and involves work on actual shoes.

In order to succeed in the Shoe Repair Training Program, a person should possess the following skills and abilities. Dexterity to use hand and power tools well, average reading ability, the ability to follow complex, progressive instructions, average mechanical comprehension, ability to meet the public, ability to make change and handle money, and the ability to use measuring instruments.

Job Placement Services - The goal of the Job Placement Program is to place in competitive employment those clients who have reached the necessary skill level.

In order to reach this goal, the Job Placement Specialist has developed a variety of contacts with business and industry in the Helena area who

employ clients as direct hires, or will agree to give them on-the-job, or work experience training.

The Placement Program provides the clients with counseling while on the job and regularly schedules follow-up visits to the business to check on the progress clients are making.

The Program also features job readiness classes and job application and job application and interview classes in order to better prepare clients for competitive employment.

Home Personal Adjustment Training - The goal of the Home Personal Adjustment Training Program is to provide outreach training to the physically, emotionally, mentally, and socially handicapped persons for the development of basic community living skills. These skill areas include personal grooming, home management, shopping, cooking, budget management and socialization.

The above goal is accomplished through a combination of counseling, one-on-one instruction and actual community performance, all under the supervision of the outreach trainer.

After each client is observed in a living setting, an individual program plan is developed to assist the client in overcoming those skill deficits which impede their living independently in the community.

Clients are placed in the Home Personal Adjustment Training Program when they lack the skills necessary for independent living in the community.

V. R. Extended Employment - The goal of the VR Extended Program, is to provide work training and other supportive services to the more severely mentally and physically handicapped client, enabling them to achieve their maximum level of independence in social and vocational areas, to increase their earnings in sheltered employment and to prepare them for possible competitive employment.

Persons served by this program are those determined to require more than six months of work adjustment training and who have not been diagnosed as developmentally disabled, thus are ineligible for Title XX services.

The program emphasis is on counseling, the development of acceptable behaviors, and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in VR Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the VR Extended Employment Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to work adjustment training for placement outside the agency.

In order to assist the individual in the VR Extended Program to reach their vocational goal, a formal, individual program plan outlining specific objectives is developed and utilized.

Title XX Extended Employment - The goal of the Title XX Extended Program is to provide work training and other supportive services to the more severely mentally and physically handicapped client, enabling them to achieve their maximum level of independence in social and vocational areas, to increase their earnings in sheltered employment and to prepare them or possible competitive employment.

Individuals served by this program are Developmentally Disabled persons as defined by being either epileptic, mentally retarded, cerebral palsied, or any other nervous disorder that has to be treated like the above. The disorder must occur before age 18.

The program emphasis is on counseling, the development of acceptable behaviors, and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in Title XX Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the Title XX Extended Employment Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to work adjustment for placement outside the agency.

In order to assist the individual in the Title XX Extended Employment Program to reach their vocational goal, a formal, individual program plan outlining specific objectives is developed and utilized.

Basic Education and Skill Training (BEST) - The goal of the Basic Education and Skill Training Program, is to develop and/or increase the skill level for lower functioning adults entering Helena Rehabilitation Industries Extended Employment Programs.

This program utilizes a much closer client-staff ratio than in other programs, which utilizes detailed individual programming and behavioral change techniques specifically designed to assist the participants in the program to become more productive in their work at HRI.

All individual programs are of a vocational nature, and the tasks the participants perform closely resemble tasks that are done on the work floor. Other activities that take place in the program are such things as instruction in personal grooming and hygiene, development of appropriate work behaviors, speech therapy and occupational therapy, when appropriate and possible.

Special Work Adjustment - The goal of the Special Work Adjustment Training Program, is to provide trainable mentally retarded special education students of the Helena school district with a comprehensive program of education, work development and related services to enable

them to transfer to other vocational and rehabilitative programs.

The program involves the students in three general areas: academics... home-living skills...pre-vocational skills. The program includes some basic academics, (functional reading and math), housekeeping and cooking skills, personal hygiene and grooming, and arts and crafts. Actual work in the manufacturing shops at Helena Rehabilitation Industries is also provided to the students.

The program is totally individualized and based on the individual needs and abilities of the students serviced, in order to prepare the students to be semi-independent in their living skills and vocational placement.

Maintenance/Janitorial Training - The goal of this program is eventual placement of the client in business, industry and other locations doing this type of work. Clients are trained by professional maintenance staff utilizing modern equipment and cleaning materials in business locations throughout Helena. When this skill is learned adequately and other negative attitudinal and behavioral characteristics have been modified, the client is referred to the HRI placement specialist for employment.

Manufacturing and sub-contracting lease at HRI - This is the core of all training since clients are being trained to work in competitive employment if at all possible. The wide diversity of work stations permits HRI staff to explore the clients' potential for eventual placement. Sales and production employees work together with rehabilitation staff in coordinating the work experience for the client. The payment of wages to clients, regulated by the Department of Labor, becomes an index of their productivity and readiness for employment.

Other Supportive Program Services - Helena Rehabilitation Industries has agreements with other agencies to provide such services as audiological testing, speech therapy, physical therapy and nursing services.

In addition, staff members at Helena Rehabilitation Industries teach classes in such areas as assertiveness training, use of measuring devices, basic mathematics and grooming and personal hygiene.

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Helena Rehabilitation Industries, Inc 1325 Helena Avenue Helena, MT 59601 (406) 442-8632 Lewis & Clark County President: Robert L Hall Executive Vice President: Mike Bullock Director of Evaluation and Career Development: Robert Hetrick Program Director: Dawn DeWolf Vice President, MFG.: Bill Roberts 2 Department Heads - 6 Supervisors 4 Foremen - 1 Vocational Counselor 1 Counselor Specialist (Vocational) 1 Counselor Educational Specialist 1 Placement Specialist 4 Vocational Evaluators 1 Behavioral Training Specialist 1 Sales and Marketing Manager 1 Shoe Repair Instructor 1 Janitorial Training Instructor 1 Outreach Trainer 1 Outreach Trainer Aide 2 Special Education Teachers 1 Special Education Teachers Aide 7 Clerical BARRIER FREE ***** CARF: 1982	SHELTERED WORKSHOP Vocational Evaluation Career Counseling Vocational Counseling Work Adjustment Training Home Personal Adjustment Training JOB PLACEMENT On-The-Job Training Work Experience Placement Home Personal Adjustment Training SHOE REPAIR TRAINING Upholstery EXTENDED EMPLOYMENT Basic Education Skill Training Home Personal Adjustment Training PUBLIC SCHOOL Special Work Adjustment Training	Mentally Retarded 69 Mentally Ill 80 Deaf 6 Cerebral Palsied 12 Blind 6 Epileptic 13 Addictive 2 Orthopedic Disabilities 83 Work Experience 25 Hia Trainees in Shoe Rep 19 Project PRIME 76 SWAP 10 Total 402 30	275	51	105	47	46	15	59	44	18	79%	104%	83%	Small Contracts Bulk Mailings Packaging Golf Tees Small Assembley Occupational Light Manufacturing Woodshop Pallets-Hubs-Lath-Stakes-Picnic Tables-Trailer Steps-Miner's Wedges-Bridging-Misc Wood Mfg-Steel Office Furniture-Reconditioning Shoe Repair Shoe Repair Sales Upholstery Box Plant Manufacture of Large Plywood Shipping Containers Needle Trades Manufacture of Knapsacks/ Forest Service Fire Fighters-Other Products

Facility Plan Inventory

MISSOULA OPPORTUNITY WORKSHOP

1005 Marshall Street
Missoula, MT. 59801

Opportunity Workshop has existed in various forms in Missoula since its initial establishment in 1955. Through the years the organization has evolved into the current non-profit corporation providing vocationally oriented training services to approximately 60 handicapped adults per day. The corporation is governed by a board of directors representing a variety of professions, businesses, industries and interests in the local community and is dedicated to the provision of quality services.

Staff: The 16 staff at Opportunity Workshop have experiences and education in a variety of backgrounds with an emphasis on the use of very systematic training orientation designed to accomplish clearly specified client goals and objectives within projected time frames. Twelve of the 16 staff work directly and actively with clients involved in a 6 hour work training day.

Goals: The two primary goals of the organization are the maximization of client economic independence and habilitation (using and contributing to the community) are accomplished with the cooperation and financial assistance of both the Rehabilitation Services Division and Developmental Disabilities Division of the Department of Social and Rehabilitation Services of the State of Montana as well as United Way of Missoula County.

Clients: Clients receiving services are 18 years of age and older and might have cerebral palsy, epilepsy, physical or medical handicaps or might be mentally retarded. The emphasis however is on enhancing the positive qualities which the person might have while assisting the individual in overcoming any skill deficits.

Opportunity Workshop provides training services within the following 6 program areas:

1. Work Activity Program

    a. basic skills
    b. self-care skills
    c. interpersonal and communication skills
    d. functional academic skills
    e. attendance skills
    f. safety skills
    g. vocational skills

2. Work Adjustment Program

    Training Services within this program area are designed to increase the quality and strength of a variety of work-related behaviors such as following instructions, cooperation with supervisors and fellow workers, working independently, correcting one's own errors and so forth.

3. Placement Program

   Once the client has demonstrated sufficient success within the work adjustment phase, that person proceeds into the next component of the placement sequence...the client is assisted in acquiring competitive employment within the community. Training services would focus on job finding skills, completing an application and interview, as well as on-site follow-up after placement as required by the individual client.

4. Outreach Program

   Services provided by staff at Opportunity Workshop within this area include assistance in locating suitable living arrangements, transportation, leisure activities or other activities which support successful placement in the community as a competitive and contributing employee.

5. Extended Employment

   For those individuals who are not ready to enter into a program directed at competitive employment situations, Opportunity Workshop offers employment in a variety of sheltered work areas. A wide range of work skills are taught within this program while simultaneously enabling the client to earn a wage.

6. Transportation

   For clients living within the Missoula area, transportation is provided between the residence and the facility.

1	2	3	4			5			6			7			8
Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year			Daily Caseload			Daily Capacity			% of Utilization			Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
OPPORTUNITY WORKSHOP 1005 Marshall Street Missoula, MT 59801 (406) 721-2930 Missoula County Director: Jim Atkins 2 Department Managers 4 Instructor/Supervisors 5 Aides 1 Work Adjustment Trainer 1 Placement/Outreach Specialist 3 Clerical/Support BARRIER FREE CARF: 1980	WORK ACTIVITY *** WORK ADJUSTMENT *** PLACEMENT - OUTREACH *** EXTENDED - EMPLOYMENT ***	Mentally Retarded 61 Cerebral Palsied 4 Epileptic 4 Medically Handicapped 1 Deaf 2 Visually Handicapped 1 Other 3 Total 76	16	60	0	6	53	0	5	48	0	120	110	0	Wood Products Stakes Lath Bridging Pallets Wedges Lettershop Collating Stuffing Sorting Labeling Popcorn Packaging (misc) Assembly (misc) Janitorial Services Food Services

MISSOULA REHABILITATION CENTER

2829 Fort Missoula Road
Missoula, Montana 59801

The Missoula Rehabilitation Center is a non-profit organization whose purpose is to make available rehabilitation services for those who are handicapped by accident, disease, or other disabling entities regardless of age, race, creed, color, or ability to pay. The Rehabilitation Center serves outpatients from Missoula and other areas of the State of Montana. It serves inpatients from the adjacent Community Hospital. The Center is accredited by the Commission on Accreditation for Rehabilitation Facilities.

Typical patients include those who have been disabled from cerebral vascular accident, cerebral palsy, multiple sclerosis, muscular dystrophy, arthritis, Parkinson's disease, cancer, respiratory disease, surgery, amputations, accidents, and other neuro-muscular disorders.

The goal of the Rehabilitation Center is to provide evaluation and treatment to handicapped individuals, helping them to return to society as physically responsible as their disabilities will allow.

The Rehabilitation Center is funded by fee-for-service, memorials, donations and grants.

The services provided by the Rehabilitation Center are:

1) Physical Therapy - Physical abilities are evaluated and treated by this department. Types of treatment:
    a. Hydrotherapy
        1) Steam packs
        2) Whirlpool
        3) Hubbard tub
        4) Cold

    b. Modalities
        1) Infra-red
        2) Ultra-sound
        3) Diathermy
        4) Electrical stimulation including transcutaneous muscle stimulation
        5) Traction - cervical and pelvic
        6) Gait Training
        7) Exercise for strengthening muscles
        8) Training in use of prosthesis
        9) Positive pressure pump
        10) Nerve conduction studies and electromyography

    c. Evaluations
        1) Neuromuscular Evaluation
        2) Range of Motion
        3) Daily living skills

    d. Home Programs

2) Occupational Therapy - Patients work on increasing range of motion,

muscle power, physical coordination and mobility through an activity program. The Occupational Therapists help prepare the patient for integration with family, job and community by training in activities to increase:

a. Competence in self-care
   1 - dressing, feeding, grooming
b. Independence in home care
   1 - homemaking skills, adaptive equipment
c. Psychosocial adjustment
   1 - perceptual training
   2 - training in memory, attention span
   3 - developing interests and motor skills through crafts, recreation, hobbies
   4 - to increase feelings of accomplishment and motivation
d. Work tolerance
e. Job preparedness
   1 - testing and training by interest and skills

3) Speech - The speech pathologist is concerned with problems and disorders of human communication as manifested in speech, language, and hearing. Services are provided to both children and adults in the form of diagnostic assessment, appropriate referral and therapeutic intervention. The diagnostic evaluation includes identifying and defining the problem, and specifying the possible etiology or cause. Following the evaluation the patient may be referred to another professional...for example, an otolaryngologist for a voice disorder, or for therapy. In some instances therapy may not be recommended.

Communication disorders which may benefit from therapy include:

a. Articulation - omission, distortion, or substitution of sounds.
b. Language - difficulty finding and using words; poor sentence structure or difficulty in following verbal instructions.
c. Fluency - (stuttering) speech which contains repetitions, hesitations, and other dysfluencies.
d. Voice - consistently hoarse, breathy, or harsh.

Therapeutic intervention is often necessary in the case of patients who have suffered from strokes, head injuries, hearing losses, etc.

Other responsibilities held by the Center Speech Department are attending patient staffings, staff meetings, and providing in-service training.

4) Audiology An audiologist is a professional who deals with the prevention, detection, and rehabilitation of communicative disorders which are associated with hearing impairment. A person of any age may be served.

Audiology services which can be provided by this Center include the following:

a. Audiological evaluation of problem cases encountered in routine audiometric measurements.
b. Differential diagnosis of middle ear disorders.
c. Distinction between sensori - and - neural hearing loss.
d. Assessment of non-organic hearing loss.
e. Hearing aid evaluations and dispensing.
f. Detection of auditory disorders in the Central Auditory Nervous System.
g. Hearing screening and Hearing Conservation Programs.
h. Consultation and rehabilitative services.

5) Psychotherapy - Testing is provided by a Ph.D. Psychologist. The psychological aspect of a disability is considered in terms of the patient, his family and his total life situation. Assists the treating staff to provide the most satisfactory method of delivering rehabilitation services to the disabled.

6) Placement Specialist - The main concern of this department is integration of the handicapped back into society. He works with various agencies in locating employment, planning educational programs, and investigating re-training. Many of the handicapped persons referred to the Rehabilitation Center are evaluated by a team consisting of a physician, physical therapist, audiologist and clinical psychologist. The results of these evaluations are pulled together by the Placement Specialist to be used in future planning programs with the handicapped. The Placement Specialist contacts employers for possible placements. He maintains a list of job openings as possible placements for handicaps seeking employment. He sponsors weekly workshops for those needing job seeking skills.

7) Program Coordinator - The Program Coordinator is responsible for:

a. obtaining a medical - social history
b. conducting staffings on patients
c. putting together reports and sharing them with other agencies
d. planning and coordinating patient care with other team members, and other agencies
e. planning discharges in cooperation with the family and participating team members
f. communicating treatment and plans to physicians and families
g. home visits and follow-up to ensure integration of patient into family and community
h. directs the CNS program (Central Nervous System)

8) Social Worker - Performs counseling duties and assists patients and families in dealing with the social/financial problems associated with disabilities. Is a liaison between the patient and the community in ensuring continued care of the patient. Assists other team members in discharge planning. Makes referrals to appropriate medical and social agencies. Assists in financial assessment.

9) Physiatrist - Licensed physician with special training in rehabilitation and is available to coordinate the rehabilitation care of the disabled.

10) Student Program

a. Pre-physical therapy students from University of Montana for clinical practice.
b. Occupational therapy students from Colorado State for Clinical practice.
c. Practicum for social welfare students from the University of Montana.
d. Observation for St. Patrick's School of Nursing Students
e. Clinical Practice for Speech Pathology students from U of M.

11) Consultants - are available through the University of Montana's Psychology, Communication Sciences and Disorders, Sociology and Health Departments when needed.

12) Work Evaluation Unit - work evaluation is a method used to determine the employability of patients unable to compete in the job market due to some limitation, whether physical, psychological or developmental. Upon entering the unit, the patient is given a series of work samples which are graded and evaluated to determine his functioning ability and potential. His interests and skills are also explored.

13) Transportation - the Rehabilitation Center provides a van with a lift to transport patients to and from the Center for treatment if there is no way the patient can supply his own transportation.

14) Volunteer Program - an active volunteer program at the Rehabilitation Center is provided to patients to give them supportive experiences outside the Rehabilitation setting.

CLINICS:

1. Crippled Children's Clinic: A rehabilitation team consisting of the medical director, physical therapist, occupational therapist, speech pathologist, audiologist and consulting medical specialists examine and evaluate handicapped children who have been referred to the Center.

2. Amputee Clinic: A team consisting of an orthopedic surgeon, physical therapist, occupational therapist, orthotists, prosthetists, and other interested people conduct a clinic once a month to evaluate and prescribe for amputees. Recommendations are made by the team as to the type of prosthesis needed by the amputee. A follow-up is done on each amputee to appraise the fit and the use of the prosthesis.

3. Pain Clinic: The main thrust of this clinic is to evaluate and treat patients with chronic pain. An orthopedist, anesthesiologist, neurosurgeon, clinical psychologist, and any other professional personnel needed to make up the clinic team.

4. Rehabilitation Committee: This committee meets once a month to evaluate and rehabilitate injured workmen back to employment and society. This committee is made up of an orthopedist, clinical psychologist, physical therapist, rehabilitation counselor, Workers' Compensation representatives and insurance carriers. The committee considers referrals from individual

committee members for evaluation at the Rehabilitation Center. An evaluation is done by an orthopedist clinical psychologist, physical therapist and an occupational therapist with recommendations made to the worker and the committee. A follow-up conference with the worker is scheduled following the evaluation. The placement specialist, in cooperation with the vocational rehabilitation counselor, tries to find suitable re-employment, retraining or a school situation to fit the needs of the worker.

5) Spinal Cord Injured Clinic and Program: A rehabilitation team including a physiatrist, physical therapist, occupational therapist, rehabilitation nurse, psychologist and a social worker are available to evaluate the problems of the spinal cord injured in a clinic setting. Recommendations are made and treatment provided. Acute care is available in the adjoining Community Hospital.

6) Home Health Program: Members of the rehabilitation team will provide treatments in the home setting for those patients who are unable to come to the Center for care.

7) Muscular Dystrophy Clinic: The goals of this clinic is to evaluate and treat, provide equipment and follow patients with muscular dystrophy. It is held monthly. A neurologist, nurse, physical therapist and occupational therapist are part of the team.

8) Sexuality Program: To help disabled persons to understand their sexuality and to make informed decisions about his/her sexuality. To increase understanding of one's own attitudes about sexuality in order to accept one's self and deal more effectively with others. To increase tolerance of the wide variety of human sexual behaviors with others. To increase tolerance of the wide variety of human sexual behaviors and responses in one's self and others. To develop skills to recognize and deal with sexual problems associated with physical disability by facilitating more effective communication and counseling and referral.

9) In Patient Care: Hospitilization is provided by the Missoula Community Hospital, which adjoins the Rehabilitation Center, for those individuals who require acute medical care.

10) Residential Care: The Missoula Community Nursing and Rehabilitation Facility, located near the Rehabilitation Center provided living accommodations and nursing service for these patients whose medical condition is stabilized and need the services of the rehabilitation team.

1	2	3	4			5			6			7			8
Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year			Daily Caseload			Daily Capacity			% of Utilization			Types of Contracts/Subcontracts
			Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	Rehab	Title XX	Other	
Missoula Rehabilitation Center 2829 Fort Missoula Road Missoula, Montana 59801 (406) 728-3570 Missoula County Administrator: Phyllis A. Bagley *Program Coordinator: Charlene Miller, RN (RCP) 4 Physical Therapists 2 Physical Therapy Assistants 1 Physical Therapy Aide 2 Occupational Therapists 1 Certified Occupational Therapy Asst. 1½ Speech Therapist 1 Audiologist 2½ Vocational Evaluators 1 Psychologist 1 Social Worker 1 Placement Specialist 1 part-time Nurse 1 Van Driver 1 Physician - Medical Director 1 Physiatrist (available) BARRIER FREE CARF: 1981	PHYSICAL RESTORATION Medical Evaluation Vocational Evaluation Job Placement Social Services Psychological Service Audilological Service Hearing aid fitting and Evaluation Physical Therapy Occupational Therapy Speech Therapy CLINICS Amputee Clinic Pain Clinic Muscular Dystrophy Children's Clinic Sexuality Program Driving Program Rehabilitation Committee Home Health Agency	Orthopedically Disabled Multiple Sclerosis Cerebral Palsy Stroke - CVA Brain Injury Quadriplegia Paraplegia Cancer Arthritis Post & Pre Surgery Amputees Low Back Burns Muscular Dystrophy	*5,419 visits	None	10,426 visits	21.1	None	40.4		None	50 visits per day		None	123%	Local Nursing Homes City/County Health Department Community Hospital

Facility Plan Inventory

Visit count according to agency paying for treatment. Medicaid is the paying agent for many patients VR refers.

PLANNING ACTIVITIES

The goal of rehabilitation facility planning continues to be the development and expansion of such facilities and programs in Montana that will provide the most and best rehabilitation services to the greatest number of handicapped.

The concerns in making a judgement on requests for funding development and expansion are the need for what is requested and the needs of already existing programs. In other words, a discrete decision is called for that will promote the quality of the already existing facilities.

The priority regarding Montana's rehabilitation facilities is the strengthening and expansion of the eight (8) current quality facilities to their highest level of achievement in service provision.

Four (4) ways of achieving this priority are:

1. The inclusion of facility staff in as many RSD/VSD staff development sessions as appropriate. This has been and will continue to be an ongoing policy.

2. The specific provision of some state and/or regional in service tailored to facility staff needs.

3. The provision of facility technical assistance (TA) under both the Federal TA and the proposed State TA programs.

4. The awarding of limited grants when the need is well justified.

In addition, the Rehabilitative Services and Visual Services maintain close relationships with all planning and funding agencies so that cooperative projects and joint funding can continue to be implemented to increase services to all disabled individuals in Montana.

STANDARDS FOR FACILITIES AND PROVIDERS OF SERVICES — Appendix A

GENERAL PURPOSES OF STANDARDS

(1) The state Divisions have established and will maintain standards for the selection of facilities and personnel utilized in providing services to handicapped individuals that will assure a high quality of service.

(2) Types of Facilities

(a) It is the policy of the State Divisions to use whenever feasible, facilities which are accredited or approved by an appropriate public authority or professional organization. Where this is not possible, the facilities selected, whether public or private, are those that appear upon investigation to be the best adapted to render the specific services required. Main factors in the selection of facilities in all cases are the professional and technical qualifications of personnel, adequacy of equipment, and scope and quality of services rendered.

(3) Standards for Hospitals.

(a) The State Divisions will give preference to hospitals approved by the Joint Commission on Accreditation of Hospitals, and which have more than 100 beds, with well developed surgical and specialty services, medical social services, and therapy departments. Preference is also given to hospitals affording residence training in the specialty in which treatment is sought. In the event that it is neither feasible nor economical in individual cases to use such hospitals, other hospitals will be used when equipped to give quality service as needed, and when approved by the Medical Consultant.

(4) Standards for Clinics

(a) Wherever feasible the State Divisions will utilize well organized clinics offering services of high quality, and operating under or approved by an official State Agency.

(5) Schools And Other Training Institutions

(a) The State Divisions will utilize only those schools, colleges, and other training institutions which are fully accredited by the Office of the Superintendent of Public Instruction or other official accrediting agency within the State wherein the facility is located.

DEFINITIONS

Rehabilitation Facility: Defined in Section 1361.1 of the Federal Register as a facility which is operated for the primary purpose of providing vocational rehabilitation services to handicapped individuals and which provides, singly or in combination, one or more of the following services for handicapped individuals.

(a) Vocational rehabilitation services shall include under one management, medical, psychological, social and vocational services.

(b) Testing, fitting, or training in the use of prothetic and orthotic devices.

(c) Prevocational conditioning or recreational therapy.

(d) Physical and occupational therapy.

(e) Speech and hearing therapy.

(f) Psychological and social services.

(g) Evaluation of rehabilitation potential.

(h) Personal and work adjustment.

(i) Vocational training with a view toward career advancement in combination with other rehabilitation services.

(j) Evaluation or control of specific and other adjustment services to the blind.

(k) Orientation and mobility services and other adjustment services to the blind.

(2) Transitional or extended employment for those handicapped individuals who cannot be readily absorbed in the competitive labor market; provided, that all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to prescribe or supervise the provision of such services in the state.

(3) Vocational (Work) Evaluation: A comprehensive process that systematically utilizes work, real or simulated, as the focal point for assessment and vocational exploration, the purpose of which is to assist individuals in vocational development. Vocational (Work) Evaluation incorporates medical, psychological, social, vocational, educational, cultural, and economic data in the attainment of the goals of the evaluation process.

(4) Work Adjustment: Work adjustment is a treatment/training process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work; to modify or develop attitudes, personal characteristics, and work behavior; and to develop functional capacities, as required, in order to assist individuals towards their optimum level of vocational development.

(a) Each facility providing work adjustment service for RSD/VSD clients will be required to submit a description of their work adjustment program to the State RSD/VSD Offices for approval prior to acceptance of work adjustment fees. In addition, work adjustment will be authorized for a period of only three months at one time. At the end of the three months a report on the necessity of continuing work adjustment will be required from appropriate facility staff.

(b) Work adjustment may NEVER precede vocational evaluation, and a vocational evaluation is always a prerequisite to work adjustment. Only if these two rules are followed by the facility, can work adjustment be authorized for RSD/VSD clients.

(5) Sheltered Workshop: Sheltered Workshop is an institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment for an indefinite period of time to individuals who cannot meet the standards of the competitive labor market. Some individuals, however, may develop sufficient productive skill and adjustments which would enable them to move out of the facility into the competitive labor market.

(6) Day Activity Center: A facility provides the initial phase of treatment for individuals both within the community and those discharged from the institution who are medically determined to be severely handicapped (mentally or physically). Its emphasis is in the provision of all, one, or some of the following services:

(a) Personal health and hygiene - encourage and train for proper care of body, use and selection of clothes, dietary considerations, basic safety knowledge.

(b) Social skills and attitudes - encourage and train socially acceptable manners relating to table manners, social, group and heterosexual contacts, value and use of money, methods and customs regarding the use of the telephone and use of public transportation, encourage and train for conduct relating to self, property and person of others, role of social institutions, individuals and group customs.

(c) Leisure time and recreational activities - encourage and train in the use of public recreational activities, churches, privately sponsored community programs, other social agencies, and home and individual leisure activities.

REHABILITATION FACILTIES

(1) The Divisions will accept as their standards the standards of the commission on Accreditation of Rehabilitation Facilities (CARF). These standards will be applied to any rehabilitation facility where the Divisions provide funding or purchase services or where the Divisions have formal cooperative agreements. Facilities accredited by CARF will be adjudged to be certified.

(2) If certification is denied, the facility will be notified of the reason/reasons for such decision thirty (30) days in advance of the date on which no more services will be purchased by the RSD/VSD Divisions nor grants awarded by same. The Fair Hearing Process will be an available resource to facilities. (See Sub-Chapter 2 of Chapter 2 of these Montana Administrative Codes for the Fair Hearing Process).

(3) Facilities are encouraged to apply for CARF accreditation. The fee for only the first CARF accreditation survey per facility may be reimbursed by the Rehabilitative Services Division, with the balance of operating costs to be paid by the facility. Any subsequent accreditation survey fees will have to be paid for by the facility itself.

(4) Applications of Standards

(a) Any rehabilitation facility selling a service to the Divisions Must have been certified by said Divisions as minimally meeting CARF standards. No facility will be utilized beyond 12 month provisional certification without CARF accreditation being demonstrated at the end of those 12 months. A delay in the CARF decision making process will be tolerated if it continues beyond the 12 month period.

(b) Grants will be considered only for those facilities possessing either provisional certification or CARF accreditation. Facilities seeking construction grants must also meet minimum standards described in Part 1362 of the Federal Register.

(5) Duration of certification

(a) The Rehabilitative Services Division will provide full certification upon receipt from the facility of records and reports attesting to its CARF accreditation. The tenure of the certification by the Rehabilitative Services Division shall be one year. The Division may in individual cases and at its sole discretion, provide

a provisional certification of the facility for up to six (6) months in tenure based upon records and reports; requests for an additional 6 months will be granted upon adequate information the facility is attempting to meet CARF accreditation.

(b) Arts and Crafts - encourage the crafting of items by individual clients for their own pleasure and satisfaction and not for sale.

(6) Work Activities Center: Such a facility shall mean a workshop, or a physically separated department of a workshop having a identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose. No sheltered workshop or separate department thereof shall qualify as a work activities center if the average productivity per handicapped worker is *$1,775.50 or more per year as measured by dividing the total annual earned income of the work program less the cost of purchased materials used, by the average number of clients in the work program or, if wage payments are primarily at piece rates, the average annual labor rate per client is *1,275.00 or more as measured by dividing the total annual wages of the clients by the average number of clients in the work program. These figures are subject to change in the minimum wage law implemented by the U.S. Department of labor. (The average number of clients shall be determined by taking the average of the total number of clients in the work program on the last day of each quarter in the previous fiscal year, provided such average is representative of the average number of clients employed during the entire year). No individual worker whose productivity substantially exceeds this average shall be employed at less than the statutory minimum wage under a work activities center certificate. (A handicapped worker, whose productivity substantially exceeds the average, may be certificated under 29 C.F.R., Part 524 in rare and unusual cases where necessary to avoid extreme hardship, if he is unable to earn the statutory minimum because of his handicap, and if his production and earnings are included in the averages provided in this paragraph). Where information is not available for a year, a temporary certificate for not more than six (6) months may be issued based on the limited information available if it is represented that the center expects and has good reason to believe that the conditions hereinabove specified will be satisfied when one year's data are available. Information to be considered will include the severity of disability of the handicapped workers employed, or other pertinent factors (29 C.F.R., Part 525).

(7) Speech Pathology: Primary emphasis of the facility is speech pathology, supported by appropriate audiological, medical, social and/or vocational adjustment services.

(8) Audiology: Primary emphasis of the facility is audiology, supported by appropriate speech pathology, medical, social and/or vocational adjustment services.

*As of January 1, 1981

(a) It shall be an expressed condition of the Rehabilitative Services Division certification that they, upon being apprised of any source of material change in the facility's functioning in terms of the standards or in terms of the failure of the facility to provide such records and reports as requested by the Rehabilitative Services Division, may review the facility's certification and may modify its certification decision. At the discretion of the Rehabilitative Services Division, such review may include an onsite visit. Certification by the state is not a guarantee of grants nor of purchases of services by the Rehabilitative Services Division.

(b) New Facilities - The Rehabilitative Services Division may in individual cases, at its own discretion, provisionally certify a new facility during the first year of its operation. At the termination of the tenure of provisional certification, the facility must meet the requirements for full certification. Findings of the Division's facility staff will be summarized in a written report to the facility. If non-certification is the result of the site survey, another survey can be requested on a date six months subsequent to the date of the prior survey, and services will not be purchased by the Rehabilitative Services Division, nor grants of money even considered until such provisional certification is attained.

(9) Provisional Certification -- Minimum Requirements

(a) In order to receive provisional certification, the Rehabilitative Services Division must be provided with records, reports, and documents attesting to the facility's level of compliance with CARF standards for extension beyond 6 months. Evidence must be shown of the ability to meet CARF compliance within a 12 month period.

(10) Exclusion and Exceptions

(a) In general, the policy of the Division will be to include rather than exclude services and facilities from these rules and facilities from these rules and regulations. Exclusion will be approved by the Division Administrator. Examples of exclusion are:

(i) Group homes.
(ii) Hospitals, (not purporting to be a rehabilitation facility) schools and other training institutions, on-the-job training when such training is carried out in regular commercial or industrial enterprises and not supervised by an organizational entity meeting the definition of "Rehabilitation Facility."
(iii) Half way houses.

(b) The above are presently being licensed by other appropriate state agencies, and this Division will accept their certification.

(11) Out-of-State Facilities: Only those out-of-state rehabilitation facilities accredited by CARF will be occasionally utilized by the Rehabilitative Services Division.

EXTENDED EMPLOYMENT PROGRAM

Definitions

(1) Severely handicapped person: A person who has a physical or mental impairment which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure and any other disability, specified by the department in regulations it shall prescribe; and/or a person who, because of lack of social competence, mobility, experience, skills, training, or other successful characteristics, is in need of sheltered employment or work activity services in a protective setting.

(2) Physical or mental disability: A physical or mental condition which materially limits, contributes to limiting, or if not corrected, will probably result in limiting any individual's activities or functioning.

(3) Sheltered Workshops: A charitable organization or institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature - and which is certified by the Rehabilitative Services Division.

(4) Work activity center: A physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purooseful activity so long as work or production is not the main purpose - and which is certified by the Rehabilitative Services Division.

Objectives

(1) The objectives of this program as identified by the Rehabilitative Services Division are:

(a) The creation of additional employee work stations.

(b) The provision of alternate types of care for current institutional population.

(c) The provision of opportunity for severely disabled persons (who cannot be readily absorbed in the competitive market) to participate in Sheltered Workshop and Work Activity Center programs in Montana.

Functions of Community Services Division

(1) The two main functions of the Community Services Division in this program are:

(a) Providing casework services related to the service goal of keeping the subsidized individual on the job during the prolonged workshop experience plus aiding in the preparation of him/her for advancement from the workshop situation.

(i) The workshop personnel and RSD/VSD staff, having extensive experience with problems facing this group of people, will be planning resources in developing appropriate supportive service by which the service goal may be attained.

(ii) The social service worker is responsible for aiding the procurement of adequate housing, if necessary; arranging transportation for health or employment needs; day care, when appropriate; developing appropriate resources relating to money management, dress, deportment on the job; as well as offering individual or group counseling as needed.

(b) Community Services Division will assign a representative to the Extended Employment Committee for each facility.

Functions of Rehabilitative Services Division

(1) The Rehabilitative Services Division has five main functions:

(a) To administer the extended program including:

(i) Allocation of extended monies to workshops.

(ii) Payment of extended monies to workshops.

(iii) Evaluation of the results of the extended payments related to subsidy program goals.

(b) To participate with Community Services Division and the workshops and Work Activity Centers to assure that all clients referred for extended employment have been evaluated and determined to be appropriate for placement in sheltered employment.

(c) To refer appropriate clients to certified workshops and Work Activity Centers, particularly those who are joint Community Services Division and RSD/VSD clients.

(d) To assist in periodically re-evaluating clients who are closed in sheltered employment to assess their ability to profit from further RSD/VSD services, and to reopen such cases as may be able to benefit.

(e) Supportive services required by individuals in the Extended Employment Program will be arranged by members representing Social Services or by the community worker.

(i) RSD must be the first source of training opportunities to be considered for any individual, age 16 or over, who is not legally blind but whose condition is of a physical, mental or emotional nature. VSD must be the first source of training opportunities to be considered for any individual, age 16 or over, who is legally blind.

(ii) Emotional problems include the standard psychiatric classifications of mental retardation, psychoneurosis, or psychosis. To qualify in these categories there must be substantial evidence that the maladaptive behavior has been of sufficiently long duration to constitute a pattern of behavior and is not merely a situational reaction to crisis. There must also be supporting evidence to indicate that the behavior has substantially prevented the person from holding regular, suitable jobs. Included as eligible for Rehabilitative Services Division training or rehabilitation services are those people who have been functioning but substantially below the capability they may attain through Rehabilitative Services Division services.

Extended Employment Committees

(1) Guidelines

(a) A multi-agency committee shall be established at each sheltered workshop and Work Activity Center participating in the legislatively approved extended program. Each committee shall have representatives from the facility, Social Services, and RSD/VSD (the Vocational Rehabilitation Facility Liaison Counselor and the Regional Developmental Disabilities Community Worker). The Rehabilitative Facilities is always an ad hoc member of the Committee and shall vote to break ties.

(2) The purposes of the Extended Employment Committees are:

(a) To screen referrals for appropriateness of certification to the extended program. The Rehabilitative Facilities Specialist should be consulted if there is any question as to appropriateness of a given workshop for a given client.

(b) To certify disabled persons to extended slot, in a particular workshop or Work Activity Center.

(c) To identify client goals. The client should be involved actively in the process of determining his appropriateness for sheltered employment under this program. Goals should be set with the clients, not just for the client and each client should know what he can expect from this program and what he must put into the program. A written plan should be developed for each client and must be a part of the workshop, Social Service file, and the RSD/VSD file.

(3) To monitor, coordinate, or provide services to extended clients:

(a) Community Services Division social service worker should provide casework services.

(b) RSD/VSD counselor should periodically ascertain client readiness for additional Vocational Rehabilitation services.

(c) Workshop member should represent all workshop functions.

(d) Community workers should provide purchase of service functions.

(4) To de-certify clients:

(a) When the absences of clients are too frequent for them to be gaining from workshop experiences.

(b) When clients are deceased.

(c) When clients move from area.

(d) When clients can't tolerate the program.

(e) When clients reaches a level of productivity which no longer requires program.

(5) To determine when and how long slots should be held open for absent enrollee.

(6) To assess at least every six months the status of the client enrolled in extended slots to determine their progress, develop new goals, and otherwise review the written plan. The assessment should be committed to writing with a copy in the workshop files and in the Social Service and in the Vocational Rehabilitation case records.

Rules for Extended Employment Program

(1) A client extended slot which remains vacant for a period of 60 days will be subject to removal from the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.

(2) A facility which is unable to provide consistent services minimally six hours per day five days per week, to extended clients, is subject to a reduction of the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.

(3) Should the services of a facility which provides extended services to clients of RSD/VSD fall below minimum standards, the facility will be notified in writing of the deficiencies and be given a specific period of time to make corrections. Should corrective measures not be made, the facility will be subject to lose all allocated slots of the Extended Employment Program.

(4) Facilities are required to notify the Rehabilitative Services Division Facility Liaison Counselor when a client has been absent from the program for three consecutive work days. The facility is responsible for informing the specified Rehabilitative Services Division personnel of the reason for the absence. The Rehabilitative Services Division personnel has the authority to excuse, or not excuse the absences. This fact will be viewed as one of the followups by the RSD/VSD Counselor.

Appointment of Extended Employment Committee

(1) County directors assign a social worker as liaison to a particular workshop.

(2) RSD/VSD liaison Vocational Rehabilitation Counselors to a particular workshop.

(3) Each workshop director identifies a nominee to the committee--usually the director or professional staff member.

(4) Developmental Disabilities Regional Supervisors assign DD Community Workers.

(5) The Rehabilitative Services Division Facilities Specialist will be an ad hoc committee member and will assist the workshop director to get the committee started and help solve any organizational problems that might develop.

Organization of Committee

(1) Each committee will elect a chairman of its choice. While the workshop representative would seem a logical choice to chair the committee, the members may appoint someone else.

(2) Each committee will meet as needed to carry out its purposes. Larger workshops with greater numbers of extended work stations may find it necessary to meet quite regularly while smaller workshop committees may meet infrequently beyond initiation of the program.

(3) Each committee will keep minutes of its meetings and keep such minutes on file at the workshop. Minutes should identify, for each referral, the reasons for acceptance or rejection into the program and the recommended client goals.

(4) Three of the four committee members must be present to conduct business.

(5) The committee should make a concerted effort in decision making and not certify a client into the program who does not meet the approval of each member. However, an occasional impasse may occur. In the event that a decision is not possible, decisions will be appealed to the Chief of the Special Projects Bureau.

Determining Certification into Extended Slots

(1) Criteria for determining which clients are certified into extended slots shall be as follows:

(a) All referrals must have undergone a comprehensive work evaluation by Rehabilitative Services Division which is the referral resource.

(b) The caseworker shall make a determination as to whether the referral is a recipient of Supplemental Security Income or Medical Assistance. Priority will be given to this group who would be entitled to Purchase of Service using federal funds from Family and Adult Services. However, Rehabilitative Services Division will fund subsidy slots using unmatched monies where clients meet remaining criteria.

(c) Institutional History: Priority should be given also to those referrals who have been institutionalized in state institutions and who have been rehabilitated to the point of readiness for sheltered employment. Slightly lower priority shall be given to those referrals who have not been institutionalized but who are adjudged to be candidates for institutionalization if not provided sheltered employment.

(d) Productivity Level: Since the purpose of this program is to provide sheltered employment for the severely disabled, the committee shall give greater weight to "obviously low" producers as compared with those who are only "marginally" productive. "Obviously low" producers are identified as being up to 50 percent productive (when compared with normal non-handicapped workers). "Marginal" producers would range between 50-75 percent productivity and be paid that percentage of the prevailing wage. These individuals usually "earn their own way" to a great extent and the workshop requires relatively little financial support outside of product sales. Workers classified as over 75 percent shall not be certified to the extended program as they are productive enough to contribute their share of the overhead and they are approaching the point of readiness for competitive employment.

(i) Productivity level would be determined in the evaluation process.

(ii) An amount considered necessary to subsidize the net loss of a workshop serving this client population will be determined by each facility and used as the payment required.

(e) The Extended Committee shall develop and maintain a prioritized "waiting list" from which candidates shall be drawn when vacancies occur; such prioritized list shall be developed along the lines of the criteria described in these guidelines.

Priorities

(1) Applicants entitled to Social Services who are Developmentally Disabled must utilize funds available through the Purchase of Service Program. Other applicants entitled to Social Services and not eligible for Purchase of Service should be the first priority for Extended Employment.

Resolution:

The Rehabilitative Services Division does not have the need or the resources to support other than the following eight rehabilitation facilities and any of their potential satellites:

Billings Workshop
3116 First Avenue North
Billings, MT 59102
Phone: 248-9115

Missoula Rehabilitation Center
2829 Fort Missoula Road
Missoula, MT 59801
Phone: 728-3570

Eastern Montana Industries
P.O Box 636
Miles City MT 59301
Phone: 232-3740

Butte Sheltered Workshop
207 South Montana
Butte, MT 59701
Phone: 723-6501

Helena Rehabilitation Industries
1325 Helena Avenue
Helena, MT 59601
Phone: 442-8632

Missoula Opportunity Workshop
1005 Marshall
Missoula, MT 59801
Phone: 721-2930 543-7956

Easter Seal Adult Training Center
4400 Central Avenue
Great Falls, MT 59401
Phone: 727-3151

Flathead Industries for the Handicapped
305 Third Avenue East
Kalispell, MT 59901
Phone: 755-7656

In October 1, 1980 the Visual Services Division received notification of the approval of a Federal Grant to plan, establish, and operate a Program of Independent Living Rehabilitation. This Program may be classified as a Rehabilitation Facility in working with blind and disabled. However, the emphasis of services is different than our existing facilities, which provide work evaluation, work training and placement.

The Grant has two components. One Outreach Program will provide information and referral, counseling, consumer advocacy, social and recreation service, technical assistance and housing, transportation, health and attendant assistance. A Center for Independent Living will provide short-term evaluation, training and counseling in Independent Living Skills. These skills include orientation and mobility, counseling, personal and home management, communications, cooking and kitchen care, shopping, laundry, low vision assistance, leisure time activities, nursing and medical, community resources information. It is expected this Center to be in operation during the next year. Use of this Center may be made by both Divisions as needs occur.

MANAGEMENT INFORMATION SYSTEM

PROGRAM EVALUATION REPORT

MONTANA REHABILITATION SERVICES DIVISION

REVISED: OCTOBER 1980

MANAGEMENT INFORMATION SYSTEM

Program Evaluation Project

MONTANA REHABILITATION SERVICES DIVISION

October 1980

I. Introduction

In conjunction with the development and installation of the program evaluation systems in the rehabilitation facilities, a Management Information System (MIS) has also been developed and installed.

The data items which follow will be used to obtain common information from all rehabilitation facilities serving clients from the Rehabilitation Services Division (RSD). They will be compatible with and will supplement the data that will be produced by each facility's Program Evaluation System. The (MIS) data will enable the state RSD to combine data across all facilities with similar programs and to make certain comparisons between facilities and their programs.

II. Specifications

1. Data will only be required on programs serving RSD sponsored clients. For programs serving both RSD clients and others, such as Developmental Disabilities, the MIS reports should include only those sponsored by RSD.

2. Installation of the MIS will take place at the same time that the Program Evaluation Systems are installed in each facility.

3. Reports will be prepared by the facility and presented to RSD on an annual basis.

4. Data will be supplied by each facility in aggregate form cumulatively from the beginning of each fiscal year.

5. Each facility will be responsible for its own data collection and processing.

6. MIS data will be reported by type of program. The same program types will be used as in the Program Evaluation System.

7. The MIS will include the following categories of data items:

   A. Referral to Program Start
   B. Program Start to Termination
   C. Program Benefits
   D. Program Efficiency
   E. Client Characteristics

8. RSD will prepare statewide summaries using the MIS data and distribute them to all facilities.

9. The reporting period is the state fiscal year July to July.

Revised October 1980

10. Summary of MIS Reporting Requirements

A. Vocational Evaluation Programs

Form 1 - Program Activity Report

Form 2 - Vocational Evaluation: Results Report

Form 5 - Vocational Evaluation: Client Characteristics Report

Col. 1 - All losses before program start
Col. 2 - All completors
Col. 3 - All non-completors

B. Work Adjustment, Skill Training and Placement Programs

Form 1 - Program Activity Report

Form 3 - Work Adjustment, Skill Training: Results Report

Form 6 - Work Adjustment, Skill Training: Client Characteristics Report

Col. 1 - All losses before program start
Col. 2 - Clients closed in vocational benefit category or transferred
Col. 3 - Clients transferred or closed with no vocational benefit

C. Extended Employment Programs

Form 1 - Program Activity Report

Form 4 - Extended Employment: Results Report

Form 7 - Extended Employment: Client Characteristics Report

Col. 1 - All losses before program start
Col. 2 - Clients closed in competitive employment
Col. 3 - All other closures

Form 8 - Extended Employment: Characteristics of Current Clients Report.

(Sample forms are included following the instructions for each form.)

I. Program Activity Report (MIS Form 1)

Section A. Referral to Program Termination

This set of data items covers the period from date of referral by RSD to the date of actual program start. For purposes of placement, a "referral" is an individual who has been referred to the Facility Placement Staff or RSD Placement Staff by letter, telephone, direct contact or by any other means.

N.B. Any statistics representing Visual Services Division clients should be asterisked or especially noted on the form on which they appear.

SRS–RSD–SP–13
(rev. 11/80)
MIS FORM 1

MONTANA DEPT. OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

PROGRAM ACTIVITY REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

	PROGRAM TITLE & TYPE			
	VE	WAT	VR - EE	PLACEMENT
A. Referral to Program Start (all program types)	CUMULATIVE	CUMULATIVE	CUMULATIVE	CUMULATIVE
1. Referrals received				
2. Waiting List Total				
3. Losses (will not start)				
4. Program Starts				
5. Loss percent				
6. Served				
7. Capacity				
8. Utilization Rate				

The names of the program types are listed at the top of each column. Note: do not total data across programs.

1. Referrals Received. The number of referrals received from RSD, official referral form and/or written information about the client. A referral can be verbal followed by a written referral format, or it can be strictly a written format. It is preferably the latter.

2. Waiting List. The total number of clients that have been referred and who have not yet started at the end of the reporting quarter.

3. Losses. The number of clients who had been referred for whom it was determined that they will not start the program. All referrals will eventually be reported either as a "loss" or as a "program start", but not necessarily in the same quarter. For placement services a "loss" is a referral that is not accepted.

4. Program Starts. The number of clients who received any evaluation or treatment services following acceptance for services. This would include any clients who started regardless of the length of time in the program.

5. Loss Percent. This would be expressed as a percentage determined by dividing the number of losses by the number of program starts plus losses. For example: if a program started 20 clients during a quarter and had 5 losses, the loss percent would be 5 ÷ 20 + 5 = 5/25 = 20%.

6. Served VR/Other. The number served are the number annually completing voc eval services, or work adjustment training services, or VR - extended employment services or placement services sponsored by RSD as well as those sponsored by another agency.

7. Capacity. The number of "slots", or clients who can be served from RSD at any one time. This figure is normally determined when the Facility budget is calculated. If the program serves people from other referral sources, the capacity reported here may be less than that of the total program, particularly if some of that total capacity is set aside or committed to other referral sources. Capacity is the number of slots available to an agency based on the amount of money the agency has available to purchase a service.

8. Utilization Rate. This would be expressed as a percentage, determined by dividing the average daily or weekly number of clients scheduled from RSD by the capacity. This does not take into account absenteeism. Example: 6 RSD clients per day are scheduled for vocational evaluation for a week. The facility voc eval capacity for RSD clients is 10 per day, for a week. Thus: 6 clients x 5 days = 30 client days, 10 clients x 5 days = 50 clients days.

$$\frac{\text{30 client days present}}{\text{50 client days scheduled}} = 60\ \%\ \text{Utilization Rate}$$

Vocational Evaluation: Results Report (MIS Form 2)

Section A. Porgram Results

The items in this section apply to the clients closed by a facility from a Vocational Evaluation Program. "Closures" are reported here rather

FORM SRS–RSD–SP–14
(rev. 11/80)
MIS FORM 2

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

VOCATIONAL EVALUATION: RESULTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

A. PROGRAM RESULTS	CUMULATIVE	
	No.	Percent
1. Placement for competitive employment recommended		
2. Skill training, OJT, college or secondary school recommended		
3. Extended employment, unpaid family worker or homemaker recommended or homebound		
4. Work adjustment services recommended		
5. Not feasible – non-vocational services recommended		
6. Not feasible – no services recommended		
7. Evaluation not completed – no vocational recommendations		
8. Total closures (Sum of 1–7)		
9. Clients for whom major recommendations accepted		
B. Program Efficiency		
1. Average number program days, all clients closed		
2. Average cost to RSD per client completing program (A - 1–6 above)		

COMMENTS:

than "Terminations". Most clients will be closed within 30 days of termination when the feedback regarding acceptance of evaluation recommendations should be available. That is, a closure exists when facility staff receive the feedback (after 30 days) that their recommendations are accepted.

The recommendation numbers 1-6 are for the major recommendation made for each client completing the program. Each client will be reported in one major recommendation category, even though additional recommendations have been made. For example, if a client is recommended for competitive employment with a backup or secondary recommendation for sheltered work, he would be tallied here only under the competitive employment recommendations. Report the type of recommendation made on a client in the same quarter you report whether or not the recommendation was accepted.

1. Competitive Employment Recommended. Full or part time unsubsidized employment at least at minimum wage is recommended. Include here clients for whom placement assistance in competitive employment is recommended. If you are recommending job seeking skills training, use this category.

2. Skill Training, OJT, College or Secondary School is Recommended.

3. Extended Employment, Unpaid Family Worker or Homemaker is Recommended.

4. Work Adjustment Services Recommended. This includes all types of programs where the emphasis is on improving client work behavior. This is normally a longer time period than voc eval, but usually not as long as VR-Extended Employment.

5. Not Feasible: Other Non-Vocational Services Recommended. Clients who are determined to be not feasible for vocational rehabilitation but for whom non-vocational services not already being received are recommended (e.g., Social Security disability benefits, treatment for emotional problems, etc.).

6. Not Feasible, No Services Recommended. Clients determined to be not feasible for vocational rehabilitation and no new services are recommended (e.g., client is to return home for continued family care).

7. Evaluation Not Completed, No Vocational Recommendations. Clients who did not participate in the program long enough for any of the above recommendations to be made.

8. Total Closures. The sum of Items #1 - 7 above.

9. Major Recommendations Accepted. The clients on whom major recommendations have been made and the feedback from the referring counselors indicate that these recommendations have been accepted. That is, the recommendations have either been carried out (e.g., client has started the recommended work adjustment services), or the recommendations have been included in the client's Individual Written Rehabilitation Plan (IWRP). Calculate the percentage of accepted recommendations only on those clients for whom such information is available form the referring counselors. If there are some cases for whom this information is not available, add a note under "Comments" indicating the number of clients, which counselors are involved and what efforts were made to get the

information.

How are recommendations accepted?

1. Sharing of the IWRP with the facility.
2. Special feedback form from RSD counselor to facility.
3. Assessment Needs Committee Meeting.
4. Exit interview with client, RSD counselor and facility staff.

The definition of an accepted recommendation for a particular facility should be made avilable to all RSD counselors.

Section B. Program Efficiency for Vocational Evaluation Program.

1. Average Number Program Days. This average is for all program closures Item #8 above. If the average is particularly affected by a few clients who dropped out very early or who were extended, you may want to add a note under "Comments".

2. Average Cost to RSD Per Client Completing Program. This is calculated by dividing the total fees for all clients closed (or the total RSD grant for the reporting period) by the number of clients who had completed the program (Items #1-6). Example: 25 clients were closed during the quarter, the total fee was $7,500, and 20 clients are reported as completing the program (5 non-completors), the average cost to RSD would be $7,500 ÷ 20 = $375.00.

Work Adjustment, Skill Training, Results Report (MIS Form 3)

Complete one of these forms for each porgram of these types.

Section A. Program Benefits

The items in this section summarize the vocational benefits achieved by clients at the time of closure by the facility. The term "closure" is used rather than "termination" to take into account that many clients may not be reported as having or not having achieved some vocational benefit until some time after they are no longer receiving services: for example, waiting 60 days before closing a client on a job. All clients closed in #A1, 2, 3, 7 or 8 must be in that status at least 60 days. All clients must be closed within 90 days of termination unless the person has entered a Status 26 category but has not yet been in that status 60 days. These may be held open up to an additional 60 days.

1. Full Time Competitive Employment. Permanent, unsubsidized, at least 30 hours per week, earning at least minimum wage.

2. Part-Time, Seasonal or Temporary Employment. Unsubsidized, less than 30 hours per week and/or not expected to be available for at least 6 months.

3. Sheltered Work/Work Activity. Full tume or part-time consistent with DOL certificate criteria.

4. On-The-Job Training. Formal arrangement where client receives training along with employment. Expectation is that employment will continue beyond OJT. Facilities may choose to wait with these clients until they have been employed 60 days beyond the OJT

FORM SRS–RSD–SP–15
(rev. 11/80)
MIS FORM 3

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT, SKILL TRAINING: RESULTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

Program Title: _____ Program Type: _____

	CUMULATIVE	
A. PROGRAM BENEFITS	No.	Percent
1. FULL–TIME COMPETITIVE EMPLOYMENT		
2. PART–TIME, SEASONAL OR TEMPORARY EMPLOYMENT		
3. SHELTERED WORK / WORK ACTIVITY (VR - EXTENDED EMPLOYMENT)		
4. ON–THE–JOB TRAINING		
5. ACCEPTED FOR FULL–TIME SECONDARY SCHOOL OR COLLEGE		
6. ACCEPTED FOR VOCATIONAL OR SKILL TRAINING		
7. HOMEMAKER		
8. UNPAID FAMILY WORKER		
9. TOTAL (SUM OF 1–8)		
10. TRANSFER TO OTHER VOCATIONAL PROGRAM (OTHER THAN NOS. 1–8) (TITLE XX)		
11. NONE OF THE ABOVE BENEFITS		
12. TOTAL CLOSURES (9 + 10 + 11 = 12)		
13. AVERAGE GROSS WEEKLY EARNINGS IN FULL–TIME COMPETITIVE EMPLOYMENT	$	
14. AVERAGE GROSS WEEKLY EARNINGS IN PART–TIME, SEASONAL OR TEMPORARY EMPLOYMENT	$	
15. AVERAGE GROSS WEEKLY EARNINGS IN SHELTERED WORK	$	
B. PROGRAM EFFICIENCY 1. AVERAGE NUMBER PROGRAM WEEKS, ALL CLIENTS CLOSED		
2. AVERAGE COST TO RSD, (ITEM 12 ABOVE)	$	

COMMENTS:

period and count them in Item #1 above.

5. Accepted for Full Time Secondary School or College. Clients may be counted in this category upon acceptance by the institution.

6. Accepted for Vocational or Skill Training. This could refer to acceptance by any manpower training program in another facility.

7. Homemaker.

8. Unpaid Family Worker.

9. Total #1-8. This is the total number of persons achieving any vocational benefit, all status 26 and potential Status 26 closures.

10. Transfer. Clients transferred to and accepted by other vocational programs. This refers to a transfer to a vocational program other than #1-8.

11. None of the Above Benefits. Total number of persons closed from each program who do not achieve any of the listed vocational benefits.

12. Total Closures. The sum of #9, 10 and 11.

13. Average Gross Weekly Earnings. Clients closed in full time competitive employment.

14. Average Gross Weekly Earnings. Clients closed in part-time, seasonal or temporary employment.

15. Average Gross Weekly Earnings. Clients closed in sheltered employment.

Section B. Program Efficiency

1. Average Number of Program Weeks. Clients closed in each of the closure categories listed above (A 1-12). Time in program includes from the date of program start to the date of termination or start of employment, less any time formally suspended from the program.

2. Average Cost (To RSD) Per Client. Closed in any Status 26 or potential Status 26 category listed above (A 12). The average cost includes the fee for all clients closed regardless of benefit achieved. Example: if 10 clients were closed in a program and the total fee for those 10 clients was $6,000 and 5 of those clients were in Status 26 categories, 5 in other categories, the average cost would be $6,000 ÷ 5 = $1,200.

VI. Extended Employment: Results Report (MIS Form 4)

Section A. Program Benefits

The items in this section apply to clients closed by a facility from an Extended Employment Program and those clients remaining in the facility. All clients must be reported as program closures within 90 days of termination unless they have entered employment but have not been working 60 days before program closure.

1. Cometitive Employment. Full or part-time, permanent, unsubsidized employment at least at minimum wage.

2. Transfer to Other Vocational Program or Skill Training. Clients that have been transferred to and accepted by other vocational programs (such as Work Adjustment Training) or skill training at the same facility or at other resource.

3. Closed, placed into status 00. Clients who have been placed into referral status by the state agency during the reporting quarter.

4. Closed, not available for review and reevaluation. In effect, this is all other closures, for any reason (e.g., died, moved, returned home, etc.).

5. Total. The sum of items #1-4 above. Note: Ordinarily, a client would not fall into more than one of the above categories. If it does occur, please explain under "Comments".

6. Placed into Post-Employment Status 32. The number of persons who had an administrative review this reporting quarter and who have been placed into Status 32 by the state agency because of their need for post-employment services in order to maintain them in their present extended employment. For cumulative, indicate the total number of persons currently in the facility who are in Status 32.

7. Maintained in Facility or Workshop Employment Following Administrative Review. The number of persons who had an administrative review this reporting quarter and who remain in workshop employment. This includes those reporting in Item #6 above. It does not include anyone remaining in the facility who did not have an administrative review this quarter.

   For the cumulative figure, indicate the total number of persons remaining in workshop employment who had an administrative review at any time during the current fiscal year.

8. Average Gross Weekly Earnings in Competitive Employment. This is calculated for the clients reported in Item #1 above.

9. Average Weekly Earnings All Clients in Extended Employment. This is calculated for all clients who were in extended employment during the reporting period, regardless of whether or not they have had an administrative review.

Section B. Program Efficiency

1. Average Number Months, Clients Closed in Competitive Employment or Transferred (Items A1 and 2 above). Time in program includes from the date of program start to the date of termination, less any time formally suspended from the program.

2. Average Monthly Cost to RSD Per Client in Extended Employment. This is calculated by dividing the total RSD fees or grant for the reporting period by the number of client months. Example: if the RSD fees totaled $13,500, and there were 15 clients involved 3 months each during the quarter, the average cost would be $13,500 ÷ 45 = $300 per client month.

SRS-RSD-SP-16
(rev. 11/80)
MIS FORM 4

MONTANA DEPT. OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: RESULTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

	CUMULATIVE	
A. PROGRAM BENEFITS	NUMBER	PERCENT
1. Competitive employment		
2. Transfer to other vocational program or skill training		
3. Closed, placed into Status 00		
4. Closed, not available for review and re-evaluation		
5. TOTAL (sum of 1 - 4)		
6. Placed into post employment, Status 32 (remain at facility)		
7. Maintained in facility or workshop employment following administrative review		
8. Average gross weekly earnings, clients in competitive employ.		
9. Average weekly earnings, all clients in extended employment		
B. PROGRAM EFFICIENCY		
1. Average number months, clients closed in competitive employment or transferred (Items 1 and 2 above)		
2. Average monthly program cost to RSD per client in extended employment		

COMMENTS:

CLIENT CHARACTERISTICS REPORTS

These reports ask for information on those key client characteristics or descriptors that will be used in the monitoring of the types of clients served and in interpreting the results achieved.

Leave spaces blank if there are no clients to report for a particular item. Include % of total only when the numbers are reasonable large, at least 10-15 clients total.

Items #1-12 are primary disability categories. Each client can be tallied in only one of these 12 categories. Do not tally secondary disabilities. Check to be sure Items 1-12 added together equal the total reported at the top. A client diagnosis is available on the medical, possessed by the referring RSD counselor.

1. Blind
2. Visually Impaired
3. Deaf
4. Hard-of-Hearing
5. Mentally Ill
1 6. Mentally Retarded, Not Developmentally Disabled
1 7. Cerebral Palsy, Not Developmentally Disabled
1 8. Epilepsy, Not Developmentally Disabled
9. Developmentally Disabled
   (a) Mentally Retarded
   (b) Cerebral Palsy
   (c) Epilepsy
10. Character and Personality Disorders
11. Addictive Disorders
12. Other Orthopedic or Medically Disabled
13. Multiply Disabled - Client has more than one of the above disabilities, a secondary disability exists.

*14. Severely Disabled
15. Never Worked: Part-Time, Full-Time, Competitive or Sheltered, Prior to Program Entry.
16. Minorities (Black, Native American, Oriental, Spanish Surname)
17. Age under 18
18. Age 18-21
19. Age 22-54
20. Age 55 and over
21. No High School Diploma or Equivalency
22. History of Special Education
23. Received Public Support. Worker's Compensation, Medicaid, Medicare, Title XX, SSDI, AFDC, GA, at the Time of Referral or During the Program
24. History of Institutionalization (MR, MI, Chemical Dependency, Corrections)

* The term "severely disabled" means the disability which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, mental retardation, mental illness, multiple aclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure, respiratory or pulmonary dysfunction, and any other disability specified by the Secretary in regulations he shall prescribe.

1 #s 6, 7 and 8 refer to mentally retarded, cerebral palsied and epileptic individuals who are not eligible for DD funding.

N.B. This determination of "severely disabled" is made by the vocational rehabilitation counselor.

VII. Vocational Evaluation: Client Characteristics Report (MIS Form 5)

Column 1 is to be used for indicating the characteristics of all clients reported as Losses Before Program Start. (If this information is not available because the clients have not yet been seen for intake purposes you may want to note that under "Comments".)

Column 2 is to be used for clients who are reported as Evaluation Program Completors, those for whom recommendations have been made. Be sure that this report includes only those people reported on the "Vocational Evaluation: Results Report". Do not report persons here that may have just recently completed Evaluation but for whom the acceptance of recommendations is not yet known.

Column 3 is to be used for clients who are reported as Non-Completors, that is, the evaluation was not completed, no recommendations were made.

VIII. Work Adjustment, Skill Training, Placement: Client Characteristics Report (MIS Form 6)

Column 1 is to be used for the characteristics of all clients reported as Losses Before Program Start. If this information is not available because the clients have not yet been seen for intake purposes you may want to note that under "Comments".

Column 2 is to be used for all clients reported as closed in a vocational benefit category (Item #9) on the Results Report.

Column 3 is to be used for all clients reported as transfers to other vocational program (Item #10) or no vocational benefit (Item #11).

IX. Extended Employment: Client Characteristics Report (MIS Form 7)

Column 1 is to be used for the characteristics of all clients reported as Losses Before Program Start.

Column 2 is to be used for clients reported as closed in Competitive Employment (Item #1) or Transferred (Item #2) on the Results Report

Column 3 is to be used for all clients closed from Extended Employment for other than employment or transfer (Items #3 and #4) on the Results report. Note the additional characteristics items which further describe the Mentally Retarded clients in Items 6 and 9:

25. Educable MR
26. Trainable MR

X. Extended Employment: Characteristics of Current Clients Report (MIS Form 8) This report form is to be submitted once a year, to describe the characteristics of clients currently in extended employment. Include all those persons who are considered to be currently enrolled in that program. Note the additional characteristic items:

25. Educable MR
26. Trainable Mr

SRS-RSD-SP-17
(rev.11/80)
MIS FORM 5

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EVALUATION PROGRAM: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 PROGRAM COMPLETORS		COLUMN 3 NON–COMPLETORS	
NOTE: (Nos. 1 – 12 Primary disability only)	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
TOTAL NO. OF PERSONS						
1. Blind						
2. Visually Impaired						
3. Deaf						
4. Hard of Hearing						
5. Mentally Ill						
6. Mentally Retarded, not Developmentally Disabled						
7. Cerebral Palsy, not Developmentally Disabled						
8. Epilepsy, not Develop. Disabled						
9. Developmentally Disabled						
a. Mentally Retarded						
b. Cerebral Palsy						
c. Epilepsy						
10. Character & Personality Disorders						
11. Addictive Disorders						
12. Other Orthopedic or Medically Disabled						
13. Mulitply Disabled (more than one of the above)						
14. Severely Disabled						
15. Never worked						
16. Minorities						
17. Age under 18						
18. Age 18 - 21						
19. Age 22 - 54						
20. Age 55 and over						
21. No High School Diploma or equivalency						
22. Special Education						
23. Received public support						
24. History of institutionalization						

COMMENTS:

SRS–RSO–SP–18
(rev. 11/80)
MIS FORM 6

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT, SKILL TRAINING: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATON FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 VOCATIONAL BENEFIT		COLUMN 3 TRANSFERRED, NO VOCATIONAL BENEFIT	
NOTE: (Nos. 1–12 Primary Disability only)	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
TOTAL NO. OF PERSONS						
1. Blind						
2. Visually impaired						
3. Deaf						
4. Hard of hearing						
5. Mentally ill						
6. Mentally Retarded, not Developmentally Disabled						
7. Cerebral Palsy, not Developmentally Disabled						
8. Epilepsy, not Develop. Disabled						
9. Developmentally Disabled:						
a. Mentally Retarded						
b. Cerebral Palsy						
c. Epilepsy						
10. Character & Personal. Disorders						
11. Addictive Disorders						
12. Other Orthopedic or Medically Disabled						
13. Multiply Disabled (more than one of the above)						
14. Severely Disabled						
15. Never worked						
16. Minorities						
17. Age under 18						
18. Age 18 - 21						
19. Age 22 - 54						
20. Age 55 and over						
21. No High School Diploma or equivalency						
22. Special Education						
23. Received public support						
24. History of institutionalization						

COMMENTS:

SRS-RSD-SP-19
(rev. 11/80)
MIS FORM 7

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 COMPETITIVE EMPLOY. OR TRANSFERRED		COLUMN 3 ALL OTHER CLOSURES	
NOTE: (Nos. 1–12 Primary disability only)	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
TOTAL NO. OF PERSONS						
1. Blind						
2. Visually Impaired						
3. Deaf						
4. Hard of Hearing						
5. Mentally Ill						
6. Mentally Retarded, not Dev. Disab.						
7. Cerebral Palsy, not Devel. Disabled						
8. Epilepsy, not Develop. Disabled						
9. Developmentally Disabled:						
a. Mentally Retarded						
b. Cerebral Palsy						
c. Epilepsy						
10. Character & personality Disorders						
11. Addictive Disorders						
12. Other Orthopedic or Medically Disabled						
13. Multiply Disabled (more than one of the above)						
14. Severely Disabled						
15. Never worked						
16. Minorities						
17. Age under 18						
18. Age 18 - 21						
19. Age 22 - 54						
20. Age 55 and over						
21. No High School diploma or Equiv.						
22. Special Education						
23. Received public support						
24. History of institutionalization						
25. Educable Mentally Retarded						
26. Trainable Mentally Retarded						

COMMENTS:

SRS–RSD–SP–20
(rev. 11/80)
MIS FORM 8

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: CHARACTERISTICS OF CURRENT CLIENTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

CLIENTS CURRENTLY REMAININC IN EXTENDED EMPLOYMENT		
CHARACTERISTICS (Nos. 1–12 Primary disability only)	NUMBER	% OF TOTAL
TOTAL NUMBER OF PERSONS		100%
1. Blind		
2. Visually Impaired		
3. Deaf		
4. Hard of Hearing		
5. Mentally Ill		
6. Mentally Retarded, not Developmentally Disabled		
7. Cerebral Palsy, not Developmentally Disabled		
8. Epilepsy, not Developmentally Disabled		
9. Developmentally Disabled:		
a. Mentally Retarded		
b. Cerebral Palsy		
c. Epilepsy		
10. Character and Personality Disorders		
11. Addictive Disorders		
12. Other Orthopedic or Medically Disabled		
13. Multiply Disabled (more than one of the above)		
14. Severely Disabled		
15. Never worked		
16. Minorities		
17. Age under 18		
18. Age 18 - 21		
19. Age 22 - 54		
20. Age 55 and over		
21. No High School Diploma or Equivalency		
22. Special Education		
23. Received public support		
24. History of institutionalization		
25. Educable Mentally Retarded		
26. Trainable Mentally Retarded		
27. In extended employment less than one year		
28. In extended employment one to two years		
29. In extended employment two years or more		

COMMENTS:

27. In Extended Employment less than one year. Clients who have been in extended employment at this facility less than one year (1-51 weeks).
28. In Extended Employment one to two years (52-103 weeks).
29. In Extended Employment two years or more (104 or more weeks).

XI. Job Placement: Characteristics of Clients Report (Form 10)
This report form is to be submitted at the end of each quarter to describe the characteristics of 22's and 26's.

XII. Job Placement Feedback Forms (SRS-RSD-Sp-11 & 11(a))

D.O.T. No.:	Carefully report this number out of the Dictionary of Occupational Titles.
Rate of Weekly Pay;	If the rate of weekly pay is unknown, estimate. Do Not list any measure of time other than weekly.
Referral Source or Agency:	Most of your referrals should be from rehab which you can abbreviate as VR or RSD.
Status 22 or 26:	Record whether the individual is a "22" or a "26". Status 22 means the individual has just entered employment. The individual must be in "22" 60 days before he/she can be closed "26". So, a "22" is a placement and a "26" is a closure. These statuses must be ones assigned by the rehab counselor involved.
Type of Employment:	Record "fulltime", "parttime", "temporary" or permanent".

Failure Rate. As instructed above, please record Date Started on job, D.O.T. No., Job Title and Rate of Weekly Pay. Do not record Referral Source/Agency, Status or Type of Employment, but rather only the reason, as briefly as possible, for failure.

On the followup form, i.e., page 2, for both the six (6) months and one (1) year items, complete the form according to instructions for similar columns on page 1.

SRS–RSD–SP–21
(rev. 11/79)
MIS FORM 10

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

JOB PLACEMENT: CHARACTERISTICS OF CLIENTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facility: _____ Date: _____

Program Title: _____ Reporting Period: _____

CLIENTS STARTING A JOB THIS QUARTER:	NUMBER		% OF TOTAL	
CHARACTERISTICS (Nos. 1 - 12 – Primary disability only)	22	26	22	26
TOTAL NUMBER OF PERSONS				
1. Blind				
2. Visually Impaired				
3. Deaf				
4. Hard of Hearing				
5. Mentally Ill				
6. Mentally Retarded, not Developmentally Disabled				
7. Cerebral Palsy, not Developmentally Disabled				
8. Epilepsy, not Developmentally Disabled				
9. Developmentally Disabled:				
a. Mentally Retarded				
b. Cerebral Palsy				
c. Epilepsy				
10. Character & Personality Disorders				
11. Addictive Disorders				
12. Other Orthopedic or Medically Disabled				
13. Multiply Disabled (more than one of the above)				
14. Severely Disabled				
15. Never worked				
16. Minorities				
17. Age under 18				
18. Age 18 - 21				
19. Age 22 - 54				
20. Age 55 and over				
21. No High School Diploma or Equivalency				
22. Special Education				
23. Received public support				
24. History of institutionalization				
25. Educable Mentally Retarded				
26. Trainable Mentally Retarded				
27. In extended employment less than one year				
28. In extended employment one to two years				
29. In extended employment two years or more				

COMMENTS:

SRS–RSD–SP–11
(rev. 11/79)

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

JOB PLACEMENT FEEDBACK

Placement Person: _____ Reporting Period: _____ Date. _____

DATE STARTED ON JOB	D. O. T. NO.	JOB TITLE	RATE OF WEEKLY PAY	REFERRAL SOURCE OR AGENCY	STATUS 22 or 26	TYPE OF EMPLOYMENT
			$			
			$			
			$			
			$			
			$			
			$			
			$			
			$			
			$			

22's THAT DID NOT BECOME 26's				REASON

SRS-RSD-SP-11 (a)
Rev. 11/79

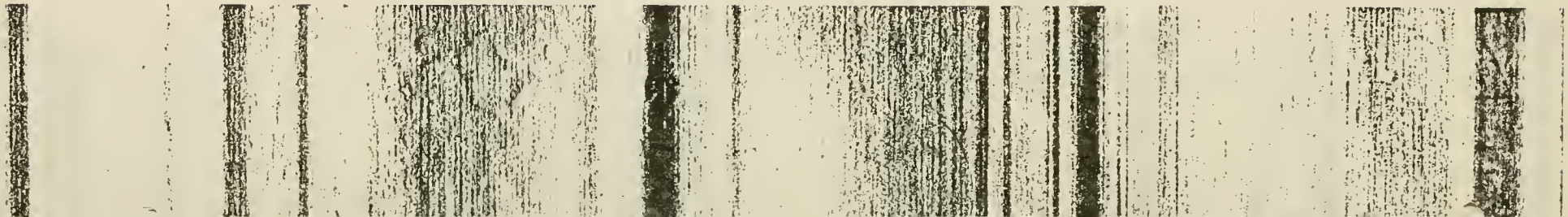
MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

JOB PLACEMENT FEEDBACK

FOLLOW-UP

Placement Person: _____ Reporting Period: _____ Date: _____

SIX MONTHS				
DATE STARTED ON JOB	D. O. T. NO.	JOB TITLE	ORIGINAL RATE OF WEEKLY PAY	CURRENT RATE OF WEEKLY PAY
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
ONE YEAR				
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$



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